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## Mutual Administration Committee

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### **Agenda**

Administration Building, Conference Room A  
Tuesday, September 12, 2017  
**1:00 p.m.**

1. Call to Order/Pledge of Allegiance
2. Roll Call/Notice of Quorum
3. Chair's Announcements
  - a. Introduction of Guests and Staff:  
Linda Stone, GRF President  
Randy Ankeny, Executive Director  
Jodi Hopkins, Mutual Administration Director  
Blessilda Fernandez, Mutual Administration Manager  
Nancy Ray, Stock Transfer Manager  
Aaron Hensley, Service Maintenance Assistant Supervisor  
Kheara Aquino, Recording Secretary
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes
  - a. Minutes of August 15, 2017 (pp. 3-7)
5. Shareholder/Member Comments – Agenda Items Only  
(*Limited to 3 minutes per person*)
6. Correspondence
  - a. None
7. Reports
  - a. Facilities Manager's Report (pp. 9)
8. Unfinished Business
  - a. ID Card Project Update
  - b. Email Consent Forms at Close of Escrow
  - b. Glossary of Terms (pp. 11-15)
  - c. Renumbering Sub-Committee

9. New Business
  - a. Recording Secretaries' Work Station Replacement (pp. 17-19)
  - b. Guest Passes (pp. 21-25)
  - c. Mutual Administration Procedures – Agendas and Minutes (pp. 27-37)
  - d. New Buyer Video
10. Policies
  - a. Update of Policy 5165 – Mutual Administration Committee (pp. 39-40)
  - b. Update of Policy 5061-33 – Fees (pp. 41-45)
  - b. Review of Policy 7720 – Distribution Services (pp. 47-48)
  - c. Review of Policy 7740 – Messenger Services (pp. 49-50)
11. Staff Reports
  - a. Mutual Administration Director Jodi Hopkins / Mutual Administration Manager Blessilda Fernandez–Cost Center MAC (pp. 51-55)
  - b. Stock Transfer Manager Nancy Ray, Cost Center 33 (pp. 56-64)
  - c. Executive Director Randy Ankeny
12. Shareholder/Member Comments  
*(Limited to 3 minutes per person)*
13. President's Comments
14. Committee Member Comments
15. Next Meeting/Adjournment
  - a. **Tuesday, October 10, 2017**



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room B

Tuesday, August 15, 2017

9:00 AM

### **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The meeting of the Mutual Administration Committee was called to order by Chair Hopewell at 9:00 a.m., on Tuesday, August 15, 2017, in Conference Room B. Mrs. Reed led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. S. Hopewell, Chair	Mr. P. Moore
	Ms. L. Stone, Ex-Officio	Mrs. J. Reed
	Ms. R. Winkler	Ms. P. Snowden
	Mr. R. Stone	Ms. K. Rapp

Staff and	Mr. R. Ankeny, Executive Director (arrived at 9:27 a.m.)
Guests:	Ms. C. Miller, Director of Finance
	Ms. J. Hopkins, Mutual Administration Director
	Ms. B. Fernandez, Mutual Administration Manager
	Ms. N. Ray, Stock Transfer Supervisor
	Ms. B. Meacham, Stock Transfer Assistant
	Mrs. K. Aquino, Recording Secretary
	Three shareholder/members

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation (GRF) Board of Directors (BOD) is present at today's posted meeting. The business of the Mutual Administration 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 4<sup>th</sup> 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 Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the next Committee meeting.

## **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee Members, guests and staff, including GRF President Linda Stone, Executive Director Randy Ankeny, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Blessilda Fernandez, Stock Transfer Supervisor Nancy Ray, Stock Transfer Assistant Belinda Meacham, and Recording Secretary Kheara Aquino. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

## **MINUTES**

The Chair declared the regular meeting minutes of July 11, 2017, approved, as written.

## **SHAREHOLDER COMMENTS**

No shareholder/member spoke on today's Committee agenda items.

## **CORRESPONDENCE**

The Committee reviewed correspondence regarding email consent forms at close of escrow.

## **STAFF REPORTS**

In the Community Facilities Manager's absence the open SRO Report was submitted.

## **UNFINISHED BUSINESS**

### ID card Project Update

Mutual Administration Director Hopkins and Stock Transfer Assistant Meacham provided an update on the completion of the ID Card Project.

### Review/Approval – Glossary of Terms

The Glossary of Terms was deferred to the next Committee Meeting due to pending suggestions not yet included that were previously submitted by Committee members and Mutual Presidents.

### Draft 2018 Budget Cost, Centers 33 and MAC

The Committee discussed the draft 2018 Budget for Cost Centers 33 and MAC.

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

**TO** recommend to the Finance Committee the acceptance of the  
proposed 2018 operating budget for Cost Centers 33 – Stock  
Transfer and MAC – Mutual Administration.

The motion was carried unanimously by Committee members present.

Renumbering Sub-Committee

The Committee concurred to bring this item back for further review in September.

**NEW BUSINESS**

Proposed FAQ

The Committee discussed Proposed FAQs at previous work study and felt these would be covered in the final product submitted by the LW Video for New Buyers and Realtors Sub-Committee. At the Committee Meeting, Mr. Ankeny stated he would like to include the FAQs in the new Realtors Guide to convey a better understanding of the LW Community.

Equipment Replacement – Tri-Fold Machine

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

TO recommend to the Finance Committee the replacement of the Tri-Fold Machine, in accordance with Policy 5520-31-Reserves, as a non-scheduled reserve expenditure, in an amount not to exceed \$2,700.

The motion was carried unanimously by Committee members present.

**POLICIES**

Review of Policy 5061-31 – Fees

The Committee discussed Policy 5061-31, Fees.

Ms. Snowden MOVED, seconded by Ms. Winkler and carried unanimously by the Committee members,

TO recommend to the Finance Committee and the Board approve the amendment of Policy 5061-31, Fees, to waive the \$250 certificate processing fee when a deceased shareholder is removed from title within ninety (90) days of death.



### **POLICIES (continued)**

The motion was carried with five "yes" votes (Hopewell, Winkler, Snowden, R. Stone) and two "no votes (Reed, Rapp).

#### **Review of Policy 5165 – MAC, Mutual Administration Committee**

Chair to updated Policy 5165 – MAC, Mutual Administration Committee, and bring this item back to Committee for further review in September.

### **STAFF REPORTS**

The Mutual Administration Manager presented the Budget Variance Report inclusive through July 2017.

The Stock Transfer Assistant presented her reports.

The Mutual Administration Director presented her reports.

The Executive Director spoke on various topics throughout the meeting.

### **MEMBER COMMENTS**

Several shareholder/members spoke on various items related to the purview of the Committee.

### **PRESIDENTS COMMENTS**

President Stone stated that it was a great meeting and a lot of things are accomplished during the MAC Committee meeting.

### **COMMITTEE MEMBER COMMENTS**

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

### **CHAIR'S COMMENTS**

The Chair thanked committee members, staff and guests for attending

### **ADJOURNMENT**

The Chair adjourned the meeting at 10:34 a.m.

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Ms. S. Hopewell, Chair  
Golden Rain Foundation  
kla 08.17.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION  
COMMITTEE MEETING ON AUGUST 15, 2017**

**ACTIONS:**

- Chair Hopewell declared the minutes of the regular meeting of July 11, 2017, approved, as presented;

**MOTIONS:**

- **TO** recommend to the Finance Committee the acceptance of the proposed 2018 operating budget for Cost Centers 33 – Stock Transfer and MAC – Mutual Administration.
- **TO** recommend to the Finance Committee the replacement of the Tri-Fold Machine, in accordance with Policy 5520-31-Reserves, as a non-scheduled reserve expenditure, in an amount not to exceed \$2,700.
- **TO** recommend to the Finance Committee and the Board approve the amendment of Policy 5061-31, Fees, to waive the \$250 certificate processing fee when a deceased shareholder is removed from title within ninety (90) days of death.

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**MEMO**

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** RUBEN GONZALEZ, FACILITIES MANAGER  
**SUBJECT:** JULY 2017 OPEN SRO REPORT  
**DATE:** 7/31/2017

MONTH	SROs OPEN DURING JUN 2017	SROs OPEN DURING JUL 2017	ADDITIONAL INFORMATION
FEB 2017	-25-	-7-	-1- GRF orders
MAR 2017	-74-	-35-	-4- GRF orders
APR 2017	-74-	-57-	-20- GRF orders
MAY 2017	-184-	-89-	-18- GRF orders
JUNE 2017	-1,668-	-491-	-60- GRF orders
JULY 2017	-	-1,886-	
<b>TOTAL</b>	<b>-2,034-</b>	<b>-2,565-</b>	<b>AUG not included</b>

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## Glossary of Terms

**"Active Adult Community"** refers to the nature of Mutuals 1 to 12 and 14 to 17 within the geographical location identified as Leisure World, Seal Beach. This style of active adult housing should not be confused with an assisted living or a skilled nursing facility. No health care services, such as living assistance or medical assistance, are provided by the Golden Rain Foundation and/or the respective Mutuals.

**"Age Restricted Community"** means a residential housing development reserved for senior citizens (55 years or older under applicable state and Federal law), wherein Units may only be occupied by approved and qualified residents.

**"Assessment"** means any regular, or special, assessment levied or imposed either by GRF or a Mutual against a member and the separate interest (i.e., Unit) in accordance with the law and governing documents.

**"Bylaws"** contain the administrative rules for the operation of GRF, and as well as the independent mutual housing authorities' administrative rules. The Bylaws pertain to matters such as membership meetings and voting rights, elections and meetings of the Board of Directors, appointment of officers, and similar administrative matters.

**"Budget"** refers to the pro forma operating budget, showing the estimated revenue and expenses of GRF (or an individual Mutual) on an accrual basis.

**"Capital Funds"** refers to the monies received for payment of GRF Membership Fees in accordance with Policy 5061-31.

**"Caregiver"** shall refer to a person providing primary physical or economic support to a qualified resident.

**"Common Area"** is defined by statute as "the entire common interest development except the separate interests therein." (Civ. Code § 4095.) The term is used to describe that portion of a real estate development that is shared with respect to both use and title. Common area may be owned by multiple Members as tenants in common or in undivided interests, or may be owned by a Mutual, with the Members as the owners of the individual interests in the project. In condominium projects and stock cooperatives, the common area may include bearing walls, common stairways, halls, roofs, foundations, etc. The Common Area also refers to the recreational facilities owned, maintained and managed by GRF. ~~means the entire "common interest development" (i.e., GRF) except the separate interests (i.e., Units) therein.~~

**"Condominium" or "Condominium Unit"** shall refer to an estate in real property, consisting of an undivided interest in common in a portion of real property (i.e., Common Area) coupled with a separate interest called a Unit, the boundaries of which are described on a recorded final map, parcel map, or condominium plan. Mutual 17 consists of Condominiums, while all other Mutuals are stock cooperatives. "Unit" may also apply to a residential dwelling unit located within a stock cooperative that are assigned to particular Members, unless the context indicates otherwise.

**"Co-Occupant"** refers to an approved qualified person residing with the qualifying resident, such as a spouse, domestic partner, or qualified co-habitant of family member

**"Cooperative Housing"** refers to a development in which a corporation holds title, either in fee simple or under lease, to improved real property, and the shareholders of the corporation receive a right of exclusive occupancy in a portion of the real property. Mutuals 1-12 and Mutuals 14-16 are each nonprofit mutual benefit corporations organized to own and operate a stock cooperative real estate development project.

**"Covenants"** are formal agreements or promises, set forth in a deed (Mutual 17) or Occupancy Agreement (Mutuals 1-12 and Mutuals 14-16), to do or not do a particular act.

**"CC&Rs"** is the term used to refer to the recorded legal document that serves as the principal document in the creation of a common interest development, such as Mutual 17, which is a condominium project.

**"Default"** means the failure to pay Assessments or any other debt when due.

**"Dwelling Unit" or "Unit"** refers to the residential dwelling units located within a stock cooperative that are assigned to particular Members. Each member of a stock cooperative has the right of exclusive occupancy of a particular dwelling unit pursuant to the terms of an occupancy agreement entered into between the owner-member and the stock cooperative corporation (Mutuals 1-12 and Mutuals 14-16). "Unit" may also apply to a Condominium Unit in Mutual 17, unless the context indicates otherwise.

**"Eligibility"** refers to the right of persons to occupy a Unit and reside within Mutuals 1-12 and/or Mutuals 14-16, after satisfying certain conditions, including, but not limited to, age and financial qualifications. Mutuals 1-12 and Mutuals 14-16 are an age restricted housing providers' communities.

**"Emotional Support Animal"** means an animal that provides comfort to a person with a psychiatric disability, but is not trained to perform specific tasks to assist them.

**"Escrow"** refers to the general arrangement under which a legal document or property is delivered to a third person until the occurrence of a condition.

**"Exclusive Use Common Area"** means a portion of the Common Area of Mutuals 1-12 and Mutuals 14-16, designated for the exclusive use of one or more, but fewer than all, of the Members and which is (or will be) appurtenant to the Dwelling Unit or Condominium Unit, respectively.

**"Golden Rain Foundation (GRF)"** is a non-profit corporation that holds in trust, operates, and maintains the Trust Property facilities, streets and other certain improvements and amenities within the geographic area identified as Leisure World, Seal Beach, for the benefit of the Members. GRF provides certain services, such as administrative and recreational services.

**"Governing Documents"** means the Occupancy Agreement, CC&Rs, and any other documents, such as bylaws, operating rules, articles of incorporation, which govern the operation of the associations (including, GRF, Mutuals 1-12, and Mutuals 14-17).

**"Guest"** means a person invited by a resident Shareholder/Member to visit the Dwelling Unit or Condominium Unit and/or a person invited to use the GRF facilities and amenities or participate in GRF functions or activities, accompanied by a Shareholder/Member.

**"Landlord Tenant Relationship"** may refer to two separate relationships within Mutuals 1-12 and Mutuals 14-16. One is the relationship between the Mutual stock co-operatives and the Members. The other type of landlord-tenant relationship is created where a Member leases his or her Unit to another qualified person (Mutual 17 only).

**"Leisure World, Seal Beach (Leisure World)"** is geographic location within Seal Beach California.

**"Member"** shall mean and refer to an Owner or Shareholder entitled to membership in GRF, a corporation, pursuant to the terms of the Governing Documents.

**"Membership"** refers to the legal relationship and status of being a Member of GRF and an individual Mutual, and an entitlement to the rights and privileges associated with Membership. Membership rights and privileges may be limited or suspended as provided in the Governing Documents and by applicable law. "Membership" may also refer to the Members collectively.

**"Membership Fee"** means the one-time fee paid by a Member to GRF, which represents a "buy-in" for access to the Trust Property facilities and amenities.

**"Mutual (Mutual Corporations)"** are entities formed to manage and operate one of the sixteen (16) independent residential communities within the geographic location identified as Leisure World. Mutual 17 is the only condominium project. Mutuals 1-16 (there is no Mutual 13) are each a separate stock cooperative.

**"Non-resident"** refers to any person who does not occupy a Unit within the geographic location identified as Leisure World.

**"Non-resident Co-Owner"** means a person who has an ownership interest in a Unit, but does not reside within the geographic location identified as Leisure World.

**"Occupant"** means any person residing in a Dwelling Unit or Condominium Unit or any part thereof, for any duration.

**"Occupancy Agreement"** refers to the agreement between a Mutual and Member, under the terms of which said Members are entitled to enjoy possession of their respective Units and the use of facilities in Leisure World and further requires Members to pay Assessments.

**"Occupancy"** means the act, state, or condition of holding, possessing, or residing in a Dwelling Unit or Condominium.

**"Operational Fund"** refers to the fund established by Assessments received from Members.

**"Orientation"** refers to the required new buyer's in-person appointment with the Mutual Board to review the prospective buyer's paperwork, disseminate information pertinent to that Mutual Corporation, review the condition of the Unit, and answer any questions posed by the prospective buyer. Orientation may also refer to the new member orientation bus tour, where the context indicates.

**"Owner"** refers to the owner of a Condominium in Mutual 17.



**"Pet"** means any DOMESTICATED bird, cat, dog, or aquatic animal kept within an aquarium. Please no reptiles, rats, mice, farm animals, arachnids (spiders) or raucous-voiced birds.

**"Policies"** refers to both operational practices of the respective corporations, as well as a written rule or regulation. The Policies of GRF and the Mutuals address matter such as operations, administration, architectural design, finance, IT services, recreation, publication and the physical properties within the community.

**"Qualified Member"** is an eligible person who owns a Dwelling Unit or Condominium Unit and has been approved by GRF for Membership.

**"Qualified Permanent Resident"** means a person who meets both of the following requirements: (1) Was residing with the qualifying resident prior to the death, hospitalization, or other prolonged absence of, or the dissolution of marriage with, the qualifying resident; and (2) Was 45 years of age or older, or was a spouse, cohabitant, or person providing primary physical or economic support to the qualifying resident; or as otherwise defined by law.

**"Reserves"** means the monies that the Board has identified for use to defray the future repair or replacement of, or additions to, those major components that GRF is obligated to maintain.

**"Reserve Fund"** is that portion of the common expenses collected as part of the Assessments levied against the Condominium Units and Dwelling Units for the future repair and replacement of, or additions to, the major components which GRF (or the Mutuals, respectively) is obligated to maintain pursuant to the Governing Documents.

**"Residential Purposes"** means occupancy and use of a Dwelling Unit or Condominium Unit for dwelling purposes, and recreational and other purposes incidental to dwelling purposes, in conformity with an Occupancy Agreement, CC&Rs or other governing document, as well as the requirements imposed by applicable zoning or other laws or regulations, including any such laws or regulations limiting the number of persons who may occupy residential dwellings.

**"Security"** means the security services provided for the benefit of residents pursuant to Policy 3050-37, including, among other things supervising the use of the vehicle gates, patrolling the community on an intermittent basis, checking community facilities, wall security, and pedestrian gate security.

**"Service Animal"** is a dog that has been individually trained to do work or perform tasks for an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The task(s) performed by the dog must be directly related to the person's disability.

**"Shareholder"** refers to a Qualifying Resident approved by the Corporation to exclusively occupy a Dwelling Unit and to whom a Stock Certificate of GRF has been issued.

**"Stock Certificate"** refers to a certificate issued to a Member evidencing the Member's interest in the corporation, in such form and containing such provisions as the Board of Directors from time to time may determine.

**"Title"** refers to the legal evidence of a person's ownership rights in property; an instrument (such as a deed to a Condominium Unit or Stock Certificate for a Dwelling Unit) that constitutes such evidence.



**"Transfer"** means the act of transferring ownership of either a Dwelling Unit or a Condominium Unit from one party to another.

**"Trust"** means, depending on the context, the Declaration of Trust granting GRF the power, authority and duty to manage and govern certain property and the affairs of the Mutuals. "Trust" may also refer to a Shareholder's Trust (i.e., an arrangement which exists whereby property is transferred with an intention that it be held and administered by the transferee, or trustee, for the benefit of another).

**"Trustee"** means, generally, someone who stands in a fiduciary or confidential relation to another. As used throughout these documents, a Trustee may refer to GRF, as the Trustee of the GRF Trust, or the trustee of a Shareholder's Trust.

**"Trust Property"** refers to the recreational facilities and other property held in Trust by GRF for the benefit of the Members.

**"Vesting"** refers to ways to take title to California residential property (e.g., sole-ownership or co-ownership, such as by a trustee in trust, tenancy in common, joint tenancy, community property, community property with right of survivorship, etc.).

**"Visitor"** means a Guest who does not stay longer than twenty-four (24) hours.

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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## MEMO

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** RANDY ANKENY, EXECUTIVE DIRECTOR  
**SUBJECT:** MUTUAL ADMINISTRATION RECORDING SECRETARIES' WORK STATION REPLACEMENT  
**DATE:** AUGUST 28, 2017  
**CC:** FILE

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The current office work stations are well over 10-15 years old and were not designed to be ergonomically friendly with current PC equipment.

*Existing Work Station*



### Action Requested:

Motion to recommend to the Finance Committee funding (Capital or Reserves) to replace the work stations and, upon the determination by the Finance Committee that sufficient funds exist for the replacement of the asset, recommend to the Board to replace the work station, per plans and quotation of August 1, 2017, by Talimar systems, not to exceed \$3,800.



3105 WEST ALPINE  
SANTA ANA, CA 92704  
(714) 557-4884

**GOLDEN RAIN FOUNDATION**  
**1280 GOLDEN RAIN RD.**  
**SEAL BEACH, CA 90740**

CONTACT: **MARK WEAVER**  
PHONE: **(562) 431-6586**  
FAX:  
E-MAIL: [MARKW@LWSB.COM](mailto:MARKW@LWSB.COM)

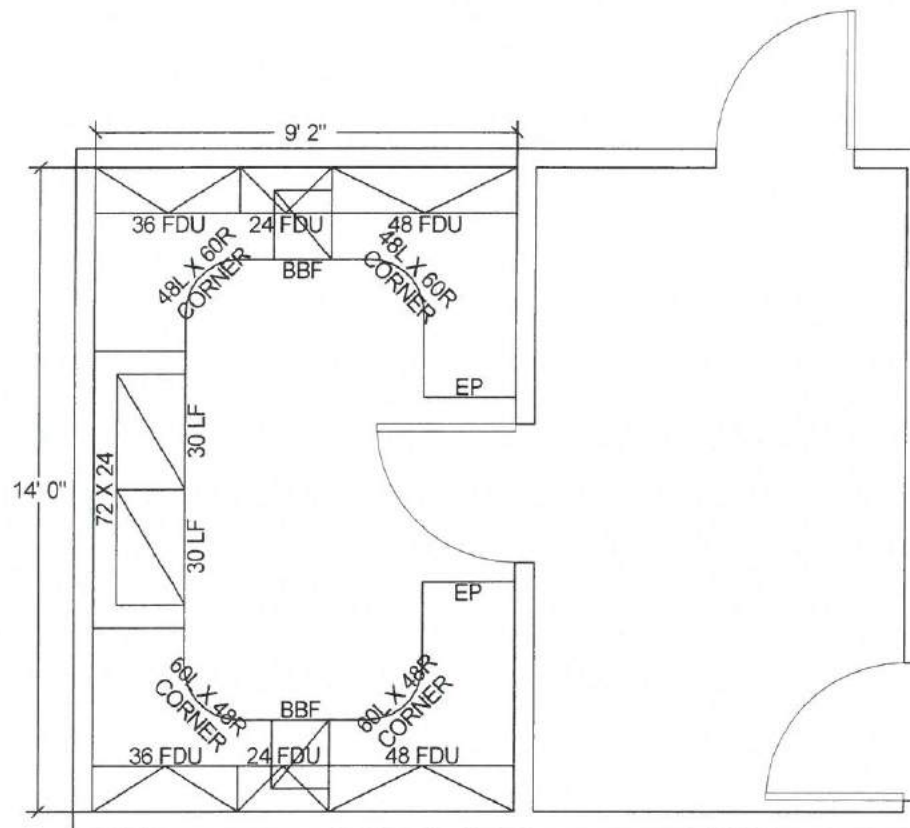
**GOLDEN RAIN - 2ND FLR ADMIN WORKSTATIONS - REVISED 08/01/2017**

QUANTITY	PRODUCT DESCRIPTION	UNIT NET	EXTENDED NET
	<b>SYSTEMS FURNITURE WORKSTATIONS PER PLAN</b>		
2	U-SHAPED DESK WORKSTATION SETUPS PER PLAN INCLUDING BOX/BOX/FILE PEDESTALS, 30" WIDE 2-DRAWER LATERAL FILES LOCKING OVERHEAD STORAGE BINS AND ALL REQUIRED SUPPORTS AND HARDWARE <b>ASSEMBLY &amp; INSTALLATION INCLUDED IN PRICE</b> <b>FABRICS &amp; FINISHES: TO MATCH PREVIOUS INSTALLATIONS</b>	\$ 1,732.00	\$ 3,464.00

Total extended net price:	\$ 3,464.00
Complete Freight & Delivery:	\$ 250.00
Additional Discounting Provided:	\$ (200.00)
Tax: 7.75%	\$ 272.34
<b>TOTAL:</b>	<b>\$ 3,786.34</b>

**50% deposit required on all orders. All orders final.**

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
signature  
\_\_\_\_\_  
print name



Furniture Plan For:

## GOLDEN RAIN - 2ND FLR ADMIN

DATE: AUGUST 01, 2017

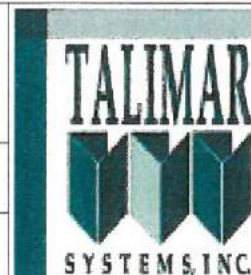
DRAWN BY: BRANDON WEDELL

SCALE: 1/4" = 1'

JOB NO. : GOLDENRAIN\_2NDFLRADMIN\_080117.SKF

APPROVED BY:

DATE:



**Talimar Systems**

3105 W Alpine St.  
Santa Ana, CA 92704

800.776.7650

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Brandon@talimarsystems.com

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# Board Resolution

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In accordance with GRF Policy 5536.1-33, up to four (4) additional guest passes may be issued to a Shareholder/Member per Policy terms and conditions. The GRF Executive Director and Mutual Administration Director, as agents for the Mutual Board, does hereby see approval to issue up to four (4) Guest Passes or a lesser number of Guest Passes, as duly approved by the Board.

I move to authorize the GRF Executive Director Mutual Administration Director to issue \_\_\_\_\_ **ADDITIONAL** Guest Passes, in accordance with GRF Policy 5536.1-33. Each Guest pass shall carry a unique identification number with a monthly report provided by the GRF Stock Transfer Office to the Mutual Board of Guest Passes issued noting the Shareholder/Member name as responsible party for the Guest, effective 2017-2018.

Date Board Approved: \_\_\_\_\_, 2017

Signed: \_\_\_\_\_, Print Name: \_\_\_\_\_  
***Board President or Secretary***

Mutual: 13

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Gate Passes**

The Executive Director or Mutual Administration Director is authorized to make annual guest passes, quarterly service passes and semiannual caregiver passes available.

**Annual Guest Passes**

The Executive Director or Mutual Administration Director is authorized to make four (4) annual guest passes available per unit per Mutual Board resolution\*. The annual guest passes are valid for one year and will be mailed with the yearly payment coupon package in December to addresses within Leisure World. Stockholders/condominium owners with outside addresses may obtain their four annual guest passes throughout the year from the Stock Transfer.

*\*By December 15<sup>th</sup> of each year, Mutual Boards will provide to the Executive Director and/or Mutual Administration Director a resolution on the number of additional Guest passes which may be issued by the Executive Director or Mutual Administration Director. Such number of approved additional guest passes shall not exceed four (4).*

*If no resolution is received from any mutual by December 15, the previous year's resolution will stand.*

The Executive Director or Mutual Administration Director is authorized to issue up to four (4) additional annual guest passes per unit per \*Mutual Board resolution, which may be obtained from the Stock Transfer Office if the following conditions are met:

1. The stockholder/condominium owner must appear *in person* and show valid identification.
2. A \$10.00 fee will be charged for each additional pass, or when a replacement guest pass is requested.
3. The Mutual and apartment number shall be written on the front of the additional annual guest passes and a record of these annual guest passes

(Dec 16)

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Gate Passes**

A record of these passes will be maintained in the offices from which they were issued.

**Caregiver Passes**

The Executive Director or Mutual Administration Director is authorized to make semiannual caregiver passes available to those caregivers who have applied for the caregiver pass in compliance with Mutual Policy 7557, Caregivers.

The semiannual caregiver passes shall be produced in two different colors, with a designation as to the caregiver being a part-time or full-time care provider. Caregiver passes will expire in June and December in the year in which they were issued. Some caregiver passes are issued on a yearly basis, in compliance with a specific mutual's policy.

The caregiver's name and the mutual and apartment number shall be written on the front of the pass. The Stock Transfer Department shall issue all caregiver passes and prepare a monthly report of passes issued.

Caregivers shall wear issued badges and passes at all times while in the community.

For loss of Caregiver passes, Shareholders may obtain a replacement pass by going to the Stock Transfer Office in person with a photo ID. A \$20.00 fee is charged for a replacement pass, per occurrence. The Mutual Board of Directors will be notified when a Caregiver pass is lost a second within 24 months of the first loss.

**Use of Passes**

Photocopying of passes is prohibited.

The Executive Committee shall review fees for caregiver and guest passes on an annual basis during the fourth quarter of the year.

Stockholders/condominium owners can notify the Main Gate to admit a guest without (Dec 16)

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Gate Passes**

will be maintained in the Stock Transfer Office.

The Executive Director and Mutual Administration Director are further authorized to issue additional annual guest passes, as needed, for immediate family members of stockholders/condominium owners. The request must be in writing and shall be reviewed on a case-by-case basis.

**Quarterly Service Passes**

The Executive Director or Mutual Administration Director is authorized to make quarterly service passes available. The quarterly service passes shall be produced, each in a different color, and shall expire in March, June, September and December of the year in which they are issued.

The Physical Property and Recreation departments shall issue quarterly service passes to contractors and vendors only after they have provided the required licensing, insurance and valid driver's license, as well as a request in writing containing the names of the persons receiving the passes.

The Stock Transfer department shall issue quarterly service passes to legal representatives of shareholders, staff of the Leisure World Health Care Center on Golden Rain Road and Orange County Supportive Services departments, only after they have provided the legal documentation of their authority to act on behalf of a shareholder and a photo ID.

The Stock Transfer department shall issue quarterly service passes with their photo to realtors for a fee of \$10.00, and escrow companies only after they have provided a proper photo ID, as well as a request in writing containing the name of the person receiving the pass.

Realtors passes may obtain a replacement pass by going to the Stock Transfer Office in person with a photo ID. A \$25.00 fee is charged for a replacement pass and \$50.00 if lost a second time.

(Dec 16)

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****Gate Passes**

an annual guest pass.

Administration is authorized to print annual guest passes and quarterly service passes in the same wallet size as the plastic key cards, with a different colors for each succeeding year so that current passes can be easily identified. Caregiver passes shall be printed and formatted to fit the accompanying badge holder.

After January 31 of each year, staff members are authorized to collect prior year guest passes when presented by guests at the gate.

Photocopying or duplicating annual guest passes, quarterly service passes or caregiver passes by members or guests is prohibited. Staff members are authorized to collect any counterfeit passes and direct the guest to the Main Gate office to be phoned in by the stockholder/condominium owner. Residents found in violation may lose their privilege to obtain additional passes at the discretion of the Executive Director or Mutual Administration Director.

**Policy**

Adopted: 18 Oct 77  
Effective: 01 Jan 78  
Amended: 15 Nov 77  
Amended: 21 Jul 81  
Amended: 20 Nov 84  
Amended: 15 Dec 87  
Amended: 20 Apr 93  
Amended: 16 May 00  
Amended: 20 Feb 01  
Amended: 16 Feb 10  
Amended: 28 Oct 14  
Amended: 27 Dec 16

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Dec 16)

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# Procedures for Agendas

## Mutual Meetings

In Accordance with Civil Code **§4920** Notice of Board Meetings shall contain the agenda for the meeting, and all Mutual agendas are to be published and distributed **4 business days** (96 hours) in advance of the meeting. Posting the notice and agenda on a Mutual bulletin board is allowed provided it is in a prominent location accessible to all members.

Example: if the Mutual meeting takes place on Friday the agenda must be posted no later than the Monday before the meeting (see below)

8	9	10	11	12	13	14
	Posting Day				Meeting Day	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

## Emergency Meeting

An emergency meeting of the board may be called by the President or by any two members of the Board other than the President (Civil Code **§4923**). Posting a membership notice and an agenda is not necessary since the meeting, by nature, is unexpected and immediate.

## Nonemergency Executive

If a nonemergency meeting is to be held solely in Executive Session, members must be given notice of the time and place of the meeting at least **2 business days** prior to the meeting (Civil Code **§4920** (b)(2).)

## Receiving the Agenda

1. The Mutual president will meet and give the drafted agenda to the Recording Secretary 7 days before the agenda is to be prepared. This includes all policies and attachments that are to be included with the agenda.

## Formatting the Agenda

1. Font size: 12 – Arial      Margins: Narrow (all 4 sides "0.5")      Justified Left

## Formatting the Agenda (continued)

2. Agenda Header (top of page) must include the Mutual number, meeting date, place of meeting, time of meeting, and open forum time if applicable.

Example:

AGENDA  
REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS  
SEAL BEACH MUTUAL 13  
ADMINISTRATION BUILDING CONFERENCE ROOM A  
DATE M/D/YR MEETING BEGINS 9:15 a.m.  
(Open Forum for shareholders/residents 9:00 a.m. to 9:15 a.m.  
2 minutes; Per Civil Code §4925

a.) During open forum, each attendee may address the board for up to three (3) minutes. A director or agent for the Mutual may briefly respond to statements made or questions posed. Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. The time guidelines ensure that others will have an opportunity to speak. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the bottom of this agenda.

b.) If the Board has elected to not have an Open Forum then the agenda will list as a line item shareholder comments Civil Code §4925.

Example:

SHAREHOLDER COMMENTS (2-3 minutes)

3. All agendas will be formatted to include listing of GRF Representatives, Guest(s) and Staff (this will also include any Guest Speakers)

Example:

INTRODUCTION OF GRF REPRESENTATIVE'S, GUEST(S), AND  
STAFF:  
Mrs. / Mr. GRF Representative  
Ms. Hopkins, Mutual Administration Director  
Mr. Mutual Inspector, Building Inspector  
Mutual Admin, Recording Secretary

a.) All agendas will include a line item for roll call so that a quorum may be established.

Example:

ROLL CALL

### Formatting the Agenda (continued)

4. All agendas will be formatted to include the approval of the Regular Meeting Minutes and any Special Meeting Minutes if applicable.

Example:

APPROVAL OF MINUTES: Regular Meeting of M/D/YR  
Special (agenda) Meeting of M/D/YR  
Special Meeting of M/D/YR

a.) "Regular meetings" of the board are regularly scheduled meetings that meet on a particular day, such as the 2nd Tuesday of each month. Unless regular meeting dates and times are set by the governing documents, they are set by the board.

i.) When approving Regular Monthly Meeting minutes there is no MOTION needed. The minutes will stand as approved by acclamation, consent calendar or printed.

b.) Special meetings of the board can be called as-needed.

i.) When approving Special Meeting minutes there is no MOTION needed. The minutes will stand approved as written

5. All agendas will be formatted to include as a line item the Building Inspectors Report and the Chief Financial Officer's Report.

Example:

BUILDING INSPECTOR'S REPORT	First Initial, Last Name
CHIEF FINANCIAL OFFICER'S REPORT	First Initial, Last Name

6. All agendas will be formatted to include a numbering system that will be used to easily guide Directors and meeting attendees.

Example:

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (2-3 MINUTES)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):



## Formatting the Agenda (continued)

7. All agendas will be formatted to include a line item for Old Business/Unfinished Business.

Example:

5. OLD BUSINESS

Or

5. UNFINISHED BUSINESS

- a. All sub line items will be labeled alphabetically and will include the page numbers if applicable

8. All agendas will be formatted to include a line item for New Business

Example:

- a. Ratify amended/posted Policy Number and Name (page number)
- b. Ratify amended/posted Policy Number and Name (page number)

6. NEW BUSINESS

- a. All sub line items will be labeled alphabetically and will include the page numbers if applicable

Example:

- a. Discuss adopting Policy Number and Name (page numbers)
- b. Tree trimming

- b. All remaining line items will be at the discretion of the President

9. Civil Code **§4930**, restricts boards from discussing or taking action on any item at a nonemergency meeting unless the item was placed on the agenda and included in the notice that was given to the membership. Notwithstanding subdivision (a), the board may take action on any item of business not appearing on the agenda distributed pursuant to subdivision (a) of Civil Code §4920 under any of the following conditions:

(i) Upon a determination made by a majority of the board present at the meeting that an emergency situation exists. An emergency defined as "circumstances that could not have been reasonably foreseen by the board, that require immediate attention" and make it impracticable to provide notice (Civil Code **§4930** (d) (i).)

(ii) Upon a determination made by the board by a vote of two-thirds of the directors present at the meeting, or, if less than two-thirds of total membership of the board is present at the meeting, by a unanimous vote of the directors present, that there is a need to take immediate action and that the need for action came to the attention of the board after the agenda was distributed pursuant to subdivision (a) of Civil Code §4920.

## **Formatting the Agenda (continued)**

(iii) The item appeared on an agenda that was distributed pursuant to subdivision (a) of Civil Code §4920 for a prior meeting of the board that occurred not more than 30 calendar days before the date that action is taken on the item and, at the prior meeting, action on the item was continued to the meeting at which the action is taken.

c.) Before discussing any item the Board shall openly identify the item to the members in attendance at the meeting.

10. All agendas will be formatted to include a reminder of the Next Regular Board Meeting, as well as the time staff will leave the meeting

Example:

**STAFF WILL LEAVE THE MEETING BY 12:10 P.M.**  
**STAFF WILL LEAVE THE MEETING BY 4:10 P.M.**

**NEXT REGULAR BOARD MEETING: M/D/YR**  
**BUILDING NAME, CONFERENCE ROOM LETTER**

a.) All agendas will also be formatted to include the break time for the Recording Secretary who is present.

Example:

**STAFF SECRETARY BREAK 11:00 a.m. (morning meeting)**

**STAFF SECRETARY BREAK 3:00 p.m. (afternoon meeting)**

b.) All agendas will also be formatted to include a line item for Executive Session.

Example:

18. EXECUTIVE SESSION

## **Approval of the Agenda**

1. The agenda, including all attachments, is emailed to the Mutual President for approval prior to posting.

## **Copying of the Agenda**

1. All agenda copies are to be made in the Copy/Supply Center

## **Posting of the Agenda**

1. Agendas will be picked up by the designated Director posted in the Mutual Laundry Rooms and distributed to the Directors.



**A G E N D A**  
**REGULAR MONTHLY MEETING OF THE BOARD OF DIRECTORS**  
**SEAL BEACH MUTUAL (enter mutual number here)**  
**(Place date here)**  
**(Meeting begins Enter time here)**  
**(Open Forum Enter time here – Meeting begins Enter time here)**

1. CALL TO ORDER
2. SHAREHOLDER COMMENTS (2-3 MINUTES)
3. ROLL CALL
4. INTRODUCTION OF GRF REPRESENTATIVE, STAFF, AND GUEST(S):

**Ms. / Mr. Name**, GRF Representative  
**Ms. / Mr. Name**, Mutual Administration Director  
**Ms. / Mr. Name**, Building Inspector  
**Ms. / Mrs. Name**, Recording Secretary

5. SHAREHOLDER(S)' COMMENTS (limited to 2/3 minutes per shareholder)
6. APPROVAL OF MINUTES: **Regular Meeting Minutes of (enter date here)**  
**Special Board Meeting Minutes of (enter date here) (place page number(s) here)**  
**Emergency Board Meeting Minutes of (enter date here) (place page number(s) here)**
7. BUILDING INSPECTOR'S REPORT (place inspectors name here)

Permit Activity; Escrow Activity; Contracts & Projects; Shareholder and Mutual Requests  
(place page number(s) here)

8. **UNFINISHED BUSINESS**

- a. Tree Maintenance 2017 (place page number(s) here)
- b. Ratify adopted/posted Policy 7425.13 – Garden Areas, Trees, Shrubs (place page number(s) here)
- c. Discuss amending Policy 7502.13 – Carport Regulations (place page number(s) here)
- d. Ratify amended/posted Policy 7425.13 – Garden Areas, Trees, Shrubs (place page number(s) here)

9. **NEW BUSINESS**

- a. Discuss adopting Policy 7502.13 – Carport Regulations (place page number(s) here)

**STAFF SECRETARY BREAK 11:00 a.m. / 3:00 p.m.**

10. SECRETARY CORRESPONDENCE (place directors name here)
11. CFO – FINANCIAL STATEMENTS (place directors name here)
12. MUTUAL ADMINISTRATION DIRECTOR (place directors name here)
13. GRF REPRESENTATIVE (place GRF Rep name here)
14. ANNOUNCEMENTS
15. DIRECTORS' COMMENTS
16. SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
17. ADJOURNMENT
18. EXECUTIVE SESSION

**STAFF SECRETARY WILL LEAVE THE MEETING BY 12:10 p.m.**

**OR**

**STAFF SECRETARY WILL LEAVE THE MEETING BY 4:10 p.m.**

**NEXT MEETING (enter date time and location of meeting)**

**(RECORDING SECRETARY INITIAL AND DATE)**



## **Mutual Minutes**

Boards are obligated to keep minutes of their board and membership meetings. Minutes are the official record of the proceedings of an organization. (Corp. Code §8320.)

Per Civil Code §4950, minutes proposed for adoption that are marked to indicate draft status, or a summary of the minutes, of any board meeting, other than an executive session, shall be available to members within 30 days of the meeting.

Taking minutes of board and membership meetings is one of the key duties of the Recording Secretary. The appointment of a Recording Secretary should be recorded in the minutes. The secretary can prepare minutes directly or oversee their preparation by others and then sign them once they have been approved by the board. Boards can authorize the manager, assistant manager, a management company employee, a recording secretary or a volunteer homeowner to assist in the taking and preparation of minutes. The appointment of an "assistant secretary" should be recorded in the minutes so as to facilitate insurance coverage. In small committees, the chair usually acts as secretary but in large committees and standing committees a secretary may be chosen to keep minutes.

### **Recording Open Meetings.**

With the board's permission, the secretary may record open board meetings to assist in the preparation of minutes. Once the minutes have been approved by the board, the recording should be erased. The recording secretary can, but is not required, to announce that he/she is recording the meeting. Even though the secretary may record meetings for the purpose of preparing minutes, the board can disallow recordings by others, whether it be members or other directors.

### **Recording Executive Session.**

Because of the sensitive nature of subjects dealt with in executive session (litigation matters, attorney-client communications, members discipline, personnel matters, etc.) executive session meetings should not be recorded.

## **Formatting of Mutual Minutes**

1. Font size: 12 – Arial      Margins: Custom (top "0.4" bottom "0.4" left 1" right 1")      Justified

### **What to include in the minutes**

As a rule, minutes should record what was done at a meeting, not what was said. Motions should include the rationale for the board's action.

Example:

Following a discussion, and upon a MOTION duly made by Secretary Adams and seconded by President Webster, it was

RESOLVED, To approve the  
expenditure of \$400 for the 2017 yearly  
picnic.

The MOTION passed.

## Formatting of Mutual Minutes (continued)

### What Should Not Be in the Minutes

Minutes should not contain owner comments and never be a transcript of every statement made by directors and attendees. Recording every comment creates potential defamation claims or becomes evidence for other claims against the board and the association. Minutes should reflect decisions and reasons for those decisions, not conversations. "The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done."

Following is a list of essential information that should be found in every set of minutes:

1. Name of the Association.

Example:

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS, SEAL BEACH MUTUAL THIRTEEN**

2. Type of Meeting. Regular, special, emergency, executive session.

Example:

**MINUTES OF THE REGULAR MONTHLY MEETING OF THE  
BOARD OF DIRECTORS, SEAL BEACH MUTUAL THIRTEEN**

3. Date/Time/Location. Date, time and location of meeting.

Example:

**Following the open forum for shareholders to address the Board, the Regular Monthly Meeting of the Board of Directors of Seal Beach Mutual Thirteen was called to order by President Webster at 9:15 a.m. on Thursday, August 17, 2017, in Conference Room A of the Administration Building, followed by the *Pledge of Allegiance*.**

## Formatting of Mutual Minutes (continued)

4. Attendees. Directors who were present and who was absent, along with their titles. The minutes should also list guests who were invited to speak to the board. Members who attended the board meeting should not be listed.

Example:

### ROLL CALL

Present:	President Webster, Vice President Einstein, Secretary Adams, CFO Spinner, and Directors Stephen, Martine and Johnson
GRF Representatives(s):	Mr. / Mrs. <b>Name</b>
Guests:	Mr. Tennis, Tennis Landscape Eleven Mutual Thirteen shareholders
Staff:	Mrs. / Mr., Mutual Administration Director Mrs. / Mr., Building Inspector Mrs. / Mr., Recording Secretary

5. Approval of Minutes. Prior meeting minutes should be read and approved.

6. Chief Financial Officer's Report..

7. Committee Reports (if any)

8. Motions and how directors voted.

Example:

Following a discussion, and upon a MOTION duly made by Secretary Adams and seconded by President Webster, it was

RESOLVED, To approve the expenditure of  
\$400 for the 2017 yearly picnic.

The MOTION passed with four "yes votes (Einstein, Adams, Spinner, Martin) and two "no" votes (Stephen, Johnson).

9. Adjournment/ Executive Session

Example:

There being no further business to conduct, President Webster adjourned the meeting at 11:07 a.m. and announced there would be an Executive Session following the meeting to discuss member issues.

## Formatting of Mutual Minutes (continued)

10. Next Meeting. Date of the next meeting.

Example:

**NEXT REGULAR BOARD MEETING: September 28, at 9:15 a.m.  
Administration Building Conference Room A**

### Attachments to Minutes

Contract proposals reviewed by the board are generally not attached to the minutes. The underlying documents that support the board's decision are kept in the board packet which is kept on file in the management office. Documents may be attached to and made part of the minutes but only with board approval. Individual directors do not have the right to attach documents to the minutes without board approval.

### Correspondence

Neither members nor directors have a right to include their correspondence in the minutes. The purpose of minutes is to record the official business of the board not act as an outlet for grievances. If letters are included in the minutes, some correspondence may be inflammatory, inaccurate and defamatory, which could lead to litigation.

### DRAFT MINUTES.

A requirement that all minutes be distributed to members who request it. If and when draft minutes are posted or distributed, they should have a large "**DRAFT**" stamp on the page or marked "**DRAFT only--not approved by the Board**" or something similar to indicate the minutes have not yet been approved by the board and may contain errors.

### Publish Approved Minutes.

Once draft minutes have been approved by the board, they should be distributed to the membership in some fashion--either by summarizing them for the newsletter, posting them on a common area bulletin board, posting them in a password protected place on the association's website, and/or mailing them to the membership. Approved minutes must be permanently available for inspection by the membership.

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

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

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

**COMPOSITION:**

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

**1. PURPOSE:**

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

**2. DUTIES:**

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



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

9. Furnish a report at the GRF annual meeting.

**3. LIMITATIONS:**

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

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

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

**Policy**

Adopted: 23 Sept 14  
Amended: 24 Feb 15  
Amended: 21 June 16

**GOLDEN RAIN FOUNDATION**

Seal Beach, California

**GOLDEN RAIN OPERATIONS****FINANCE****Fees**

The following schedule of fees is established by the Golden Rain Foundation (GRF).

**1. Membership Fee**

- 1.1 Each owner and co-occupant non-owner will be required to pay a one-time membership fee.
- 1.2 The membership fee for a GRF member represents a buy-in for access to the community facilities and amenities.
- 1.3 The membership fee is calculated as eighteen (18) times the monthly GRF assessment and rounded up to the nearest dollar. The new membership fee is implemented on January 1 of each year.
- 1.4 Existing GRF member(s) may transfer from one mutual to another without having to pay the membership fee provided that the member(s) remain(s) the same. The member(s) will, however, be charged a membership certificate processing fee for this transaction. (See section 3)
- 1.5 Membership fees shall be allocated as follows:
  - 1.5.1 Fifty percent (50%) into the GRF Capital Improvement Fund.
  - 1.5.2 Fifty percent (50%) into the GRF Reserve Fund.

**2. Payment of Membership Fee**

- 2.1. New members are encouraged to pay the membership fee in full at the close of the purchase escrow. GRF has established a finance plan to pay the membership fee over a seven-year period for those members who wish to finance their membership fee.
- 2.2. Members who opt to finance the payment of their membership fee must complete a Promissory Installment Note and agree to the terms of the Note.
  - 2.2.1. If a member opts to finance their membership fee, each member shall pay a one-time upfront payment of twenty-five percent (25%) of the total membership fee at the close of Escrow, and make seven (7) equal annual installment payments. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

**GOLDEN RAIN OPERATIONS****FINANCE****Fees**

- 2.2.2. The annual finance charge on matured, unpaid amounts shall be one (1) percent per month (APR of 12%) paid annually on the outstanding balance.
- 2.2.3. In the event that a unit changes ownership before the membership fee is paid in full the balance due will be paid before transfer is complete.

**3. Membership Certificate and Processing Fee**

- 3.1. GRF shall issue one membership certificate per unit. The membership certificate may contain one or more names.
- 3.2. A certificate processing fee of \$250 will be charged to the unit's account each time the membership certificate is changed or altered to cover the cost of preparing, recording and/or replacing a membership certificate.
- 3.3. Membership Certificate and Processing fee shall be allocated to Cost Center 33 (Mutual Administration).

**4. Transfer Fee – In Escrow**

- 4.1. The seller of a Mutual share of stock shall pay a transfer fee of \$500 to GRF to cover the cost of transferring ownership(s).
- 4.2. Transfer Fee – In Escrow shall be allocated to Cost Center 33 (Mutual Administration).

**5. Non – Owner, Co-Occupant Processing Fee**

- 5.1. Non – Owner, Co-Occupant fee of \$100 shall be charged to cover the actual set up and processing costs.
- 5.2. Non – Owner, Co-Occupant Processing Fee shall be allocated to Cost Center 33 (Mutual Administration).

**6. Mutual Corporation Fees**

- 6.1. Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. In accordance with the Management agreement, GRF operates as the management company for the Mutuals and processes the transfer of stock certificates. GRF, as part of its duties, will apply

## GOLDEN RAIN OPERATIONS

### FINANCE

#### Fees

applicable Mutual Fees in accordance with established Mutual policies (see 7000 policy series).

#### 7. Stock Transfer Legal Review of Trust Fees

7.1. Whenever there is a requested transfer of stock ownership by a Trust, either by the sale of a unit or an in-house ownership transfer, Probate Code §18100.5 delegates to the Foundation the right to request the current acting trustee or successor trustee to provide either a certification of trust, or a copy of the trust. In order to determine the legal rights of the trustee/successor trustee to represent the sale or transfer of a unit's ownership via the trust they represent, the following procedure is implemented.

7.1.1. Any trustee or successor trustee seeking to transfer the ownership of a mutual unit, either by the sale of the unit through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or, a copy of the Trust document for the Foundation attorney to review prior to any completed transfer of ownership.

7.1.2. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the Foundation attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.3. In an effort to offset the cost of the required Foundation attorney review, there shall be assessed to the trustee or successor trustee, a fee of \$125 representing the attorney's fee and GRF's pro-rated staff time, to be collected at the time of the trust review.

7.1.4. Legal Review of Trust Fees shall be allocated to Cost Center 33 (Mutual Administration).

#### 8. Lessee Annual Fee – Mutual 17 Only

8.1. The GRF lessee fee is a required use fee for access to the community facilities, amenities, and participation in GRF activities. The lessee fee is calculated at twenty 20% of the GRF annual assessment rounded up to the nearest dollar for

**GOLDEN RAIN OPERATIONS****FINANCE****Fees**

each occupant.

- 8.2. The required annual lessee fee payment is due and payable in full on the date of the lease agreement.
- 8.3. If delinquent, the lessee shall pay damages to reimburse GRF for its time, inconvenience, and overhead in collecting the payment as follows:
  - 8.3.1. A (twenty five dollar) \$25 late fee, and
  - 8.3.2. Interest at one percent (1) per month (APR of 12% from the original date due until the date the payment is received.
- 8.4. In addition to late fees, for each check from a lessee that a bank returns for any reason, the lessee must pay:
  - 8.4.1. Fifty dollars (\$50) late payment fee, and all bank charges assessed against the association.
- 8.5. If a lessee becomes more than ninety (90) days delinquent or has an unpaid balance of one hundred dollars (\$100) or greater, the lessee will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities and property, including driving privileges upon GRF Trust streets. GRF may also refer the lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the lessee.
- 8.6. GRF reserves the right to collect the delinquent account from Lessor.
- 8.7. Lessee fees shall be allocated as follows:
  - 8.7.1. Fifty percent (50%) into the GRF Capital Improvement Fund.
  - 8.7.2. Fifty percent (50%) into the GRF Reserve Fund.
9. The fee for verifying Powers of Attorney and Court Orders will be \$75 per document, per review.
10. The fee for additional Leisure World maps will be \$5 (shareholders excluded), per map.
11. All Fees are subject to periodic review and subject to change.

**GOLDEN RAIN OPERATIONS****FINANCE****Fees****Policy****GOLDEN RAIN FOUNDATION  
SEAL BEACH, CA**

Adopted: 21 Apr 70  
Amended: 31 Aug 73  
Amended: 20 Nov 73  
Amended: 19 Aug 75  
Amended: 31 Aug 77  
Amended: 16 Jun 81  
Rescinded: 20 Oct 81 (Amendments passed 16 Jun 81)  
Amended: 16 Dec 86 (Effective 01 Jan 87)  
Amended: 21 Jul 87 (Effective 01 Aug 87)  
Amended: 20 Sep 88 (Effective 01 Jan 89)  
Amended: 21 Nov 89  
Amended: 16 Nov 93 (Effective 01 Dec 93)  
Amended: 18 Nov 03 (Effective 01 Jan 04)  
Amended: 15 May 07 (Effective 01 Jul 07)  
Amended: 17 July 12 (Effective 01 Sept 12)  
Amended: 22 Apr 14 (subheading correction only)  
Amended: 28 Oct 14 (Effective 01 Jan 2015)  
Amended: 27 Oct 15 (Effective 01 Jan 2016)  
Amended: 27 Dec 16 (Effective 01 Jan 2017)



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Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## MEMO

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** MUTUAL ADMINISTRATION OFFICE  
**SUBJECT:** POLICY 7720 DISTRIBUTION SERVICES  
**DATE:** SEPTEMBER 12, 2017  
**CC:** MANAGEMENT SERVICES AD HOC COMMITTEE

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Policy 7720 Distribution Services explains the services provided by the Distribution Department to the housing mutuals of Leisure World. The policy is written as a produce on what services the mutual received.

It is recommended that Policy 7720 Distribution Services be sent to the Management Services Ad Hoc Committee for review.

**MUTUAL OPERATIONS****RESCIND****ADMINISTRATIVE SERVICES****Distribution Services**

The GRF Distribution Department provides various types of services to the Mutual Corporations. Shared services are distributed to the Mutuals evenly in the budget process and non-shared services are billed to the Mutuals on a monthly basis.

**Shared Services**

1. Reproduction of Mutual Minutes.
2. Photographing resident shareholders/homeowners and co-occupants for GRF photo-identification cards.

**Non-Shared Services**

1. Reproduction of Mutual-related forms and other material.

Amended: Nov. 86

Amended: Aug 00

(Aug 00)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## MEMO

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** MUTUAL ADMINISTRATION OFFICE  
**SUBJECT:** POLICY 7740 MESSENGER SERVICE  
**DATE:** SEPTEMBER 12, 2017  
**CC:** MANAGEMENT SERVICES AD HOC COMMITTEE

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Policy 7740 Messenger Service explains the services provided by the Stock Transfer Office to Leisure World. The policy is written as a produce on what services Leisure World will receive as it pertains to delivery and sending of mail. In addition, the Copy Center is now the department that oversees the delivery and sending of mail.

It is recommended that Policy 7740 Messenger Service be sent to the Management Services Ad Hoc Committee for review.

**MUTUAL OPERATIONS****RESCIND****ADMINISTRATIVE SERVICES****Messenger Service – Except Mutual Nine**

The Stock Transfer Office provides internal and U.S. Postal delivery services. Interdepartmental service includes all GRF departments, as well as the Library, Resales Office and Health Care Center.

A schedule for the above service can be obtained in the Stock Transfer Office.

**AMENDMENTS:**

Amended: Nov 86  
Amended: Aug 00

**RESCINDED:**

NINE: 08-08-16

(Aug 16)



**Mutual Administration**  
**August 2017 - Monthly Reports**

**MEMBER RESOURCES & ASSISTANCE LIAISON**

MUTUAL		OPEN CASES	CLOSED CASES	HOME VISITS	OFFICE VISITS	CALLS	COUNTY REPORTS	RESOURCE INFORMATION	SELF-REFERRAL	MUTUAL REFERRAL
1	One	13	15	1	2	12	0	5	0	1
2	Two	4	9	2	6	16	0	7	0	1
3	Three	3	5	0	2	5	0	3	0	0
4	Four	2	6	1	0	9	0	2	0	0
5	Five	3	6	2	6	8	0	4	1	1
6	Six	3	1	5	4	28	0	9	2	0
7	Seven	7	2	6	4	12	0	10	1	1
8	Eight	1	0	0	1	3	0	2	0	0
9	Nine	3	0	1	0	5	0	2	0	0
10	Ten	9	1	2	0	14	0	4	1	1
11	Eleven	3	1	0	0	0	0	0	0	0
12	Twelve	5	0	0	0	8	0	1	0	1
14	Fourteen	5	2	3	3	12	1	5	0	2
15	Fifteen	7	0	1	1	8	2	4	1	0
16	Sixteen	0	0	0	0	1	0	0	0	0
17	Seventeen	1	1	0	0	3	0	1	0	
Totals:		69	49	24	29	144	3	59	6	8



# Mutual Administration

## August 2017 - Monthly Reports

### LETTERS

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	2	451	14	32	17	42	15	27					600
2 Two	11	10	22	13	86	162	16	29					349
3 Three	2	2	3	3	8	7	7	13					45
4 Four	6	7	3	11	1	3	2	2					35
5 Five	16	21	6	3	5	3	6	2					62
6 Six	1	12	1	3	5	0	3	3					28
7 Seven	3	3	1	0	6	2	118	7					140
8 Eight	1	3	2	5	2	1	4	3					21
9 Nine	14	10	8	12	6	11	8	28					97
10 Ten	0	4	1	0	10	6	3	288					312
11 Eleven	1	1	16	14	4	10	3	7					56
12 Twelve	16	6	8	517	2	10	13	647					1,219
14 Fourteen	16	4	12	4	3	11	10	15					75
15 Fifteen	4	0	1	13	1	3	13	15					50
16 Sixteen	0	0	0	10	1	3	1	0					15
17 Seventeen	1	0	0	0	0	0	2	1					4
<b>2017 Totals:</b>	<b>94</b>	<b>534</b>	<b>98</b>	<b>640</b>	<b>157</b>	<b>274</b>	<b>224</b>	<b>1087</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,108</b>
<b>2016 Totals:</b>	<b>143</b>	<b>104</b>	<b>116</b>	<b>114</b>	<b>90</b>	<b>64</b>	<b>30</b>	<b>104</b>	<b>135</b>	<b>111</b>	<b>119</b>	<b>371</b>	<b>1,501</b>
<b>Legal Cases</b>	<b>36</b>	<b>46</b>	<b>52</b>	<b>47</b>	<b>48</b>	<b>41</b>		<b>38</b>					<b>308</b>
<b>Insurance Cases</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>2</b>		<b>4</b>					<b>36</b>



**Mutual Administration**  
**August 2017 - Monthly Reports**

**COLLECTIONS (Delinquent Accounts, Legal Fees)**

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
One	\$6,418.68	\$418.68	\$890.00	\$2,896.00	\$1,471.00	\$15,010.00	\$1,114.00	\$11,491.00					\$39,709.36
Two	\$2,124.95	\$900.00	\$1,800.00	\$4,021.00	\$800.00	\$11,535.00	\$5,008.00	\$21,239.00					\$47,427.95
Three	\$6,881.25	\$0.00	\$8,163.00	\$10,347.00	\$1,940.00	\$11,475.00	\$5,700.00	\$1,124.00					\$45,630.25
Four	\$100.00	\$4,450.00	\$100.00	\$6,100.00	\$0.00	\$2,776.00	\$0.00	\$0.00					\$13,526.00
Five	\$560.00	\$0.00	\$396.00	\$0.00	\$3,870.00	\$813.00	\$0.00	\$3,392.00					\$9,031.00
Six	\$0.00	\$509.15	\$1,754.00	\$465.00	\$1,300.00	\$2,148.00	\$0.00	\$7,093.00					\$13,269.15
Seven	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$4,783.00	\$0.00	\$0.00					\$6,083.00
Eight	\$0.00	\$0.00	\$160.00	\$662.00	\$160.00	\$662.00	\$502.00	\$1,164.00					\$3,310.00
Nine	\$0.00	\$3,072.70	\$3,181.00	\$2,196.00	\$4,723.00	\$4,534.00	\$8,508.00	\$4,140.00					\$30,354.70
Ten	\$0.00	\$527.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$527.74
Eleven	\$0.00	\$0.00	\$834.00	\$4,593.00	\$508.00	\$5,717.00	\$0.00	\$3,006.00					\$14,658.00
Twelve	\$1,184.81	\$2,886.33	\$910.00	\$456.00	\$825.00	\$0.00	\$2,340.00	\$0.00					\$8,602.14
Fourteen	\$2,965.98	\$3,379.22	\$1,655.00	\$1,645.00	\$1,721.00	\$3,095.00	\$2,351.00	\$1,296.00					\$18,108.20
Fifteen	\$0.00	\$2,622.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,833.00	\$1,634.00					\$6,089.00
Sixteen	\$0.00	\$921.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$921.28
Seventeen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
<b>TOTALS:</b>	<b>\$20,235.67</b>	<b>\$19,687.10</b>	<b>\$19,843.00</b>	<b>\$34,681.00</b>	<b>\$17,318.00</b>	<b>\$62,548.00</b>	<b>\$27,356.00</b>	<b>\$55,579.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$257,247.77</b>

Collections through June 2017:		<b>\$257,247.77</b>	<b>184%</b>
Collections through June 2016:		<b>\$139,891.00</b>	

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1020 Golden Rain Foundation  
Budget Comparison - GRF  
07/31/2017

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P.O. Box 2069  
Seal Beach CA 90740

Jul Actuals	Jul Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Mutual Administration								
29,143	27,672	(1,471)	6100000 MAC	Salaries & Wages - Mutual Admin	194,918	198,976	4,058	342,608
2,170	2,065	(105)	6140000 MAC	Employment Taxes - Mutual Admin	16,040	17,641	1,601	28,358
769	832	63	6142000 MAC	Workers' Compensation - Mutual Admin	4,026	5,824	1,798	7,790
2,254	3,287	1,033	6143000 MAC	Group Insurance - Medical - Mutual Admin	13,993	23,009	9,016	39,444
14	60	46	6143300 MAC	Group Insurance - Dental - Mutual Admin	511	420	(91)	720
(1)	37	38	6143500 MAC	Group Insurance - Vision - Mutual Admin	261	259	(2)	444
580	669	89	6144000 MAC	401(k) Match - Mutual Admin	4,330	4,809	479	8,281
135	130	(5)	6145000 MAC	Group Insurance - Life - Mutual Admin	837	910	73	1,560
114	151	37	6146000 MAC	Long Term Disability Insurance - Mutual	715	1,057	342	1,812
105	200	95	6211000 MAC	Continuing Education - Mutual Admin	830	800	(30)	1,200
0	0	0	6213100 MAC	Temporary Agency Fees - Mutual Admin	9,561	0	(9,561)	0
79	0	(79)	6214000 MAC	Meals & Special Events - Mutual Admin	92	800	708	1,800
0	15	15	6215000 MAC	Mileage - Mutual Admin	0	60	60	75
134	250	116	6410000 MAC	Office Supplies - Mutual Admin	1,523	1,750	227	3,025
42	0	(42)	6410010 MAC	Hospitality - Mutual Admin	92	0	(92)	0
0	0	0	6410015 MAC	Computer Supplies - Mutual Admin	0	600	600	1,200
205	125	(80)	6410030 MAC	Printer / Copier Supplies - Mutual Admin	974	375	(599)	500
0	2,500	2,500	6434120 MAC	Legal/Fair Housing - Mutual Admin	3,488	15,000	11,512	25,000
0	0	0	6438000 MAC	Other Professional Fees - Mutual Admin	0	4,800	4,800	8,000
0	0	0	6482000 MAC	Dues, Memberships & Books - Mutual Admin	427	400	(27)	800
0	0	0	6951000 MAC	Committee Discretionary Expense - Mutual	0	1,000	1,000	1,000
35,743	37,993	2,250		Total Expenses	252,617	278,490	25,873	473,617
Other Cost Recovery								
0	0	0	5385000 MAC	Other Income - Mutual Admin	27	0	27	0
0	0	0		Total Other Cost Recovery	27	0	27	0
39,468	39,468	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	276,276	276,276	0	473,617
39,468	39,468	0		Total Cost Recovery	276,303	276,276	27	473,617
Off Budget Items								
3,725	1,475	2,250		Net Income / (Expense)	23,686	(2,214)	25,900	0

## Budget Variance Report - July 2017

### Mutual Administration - CC MAC

<u>GL Code</u>	<u>Account Description</u>		<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$	4,058.00	Favorable-due to staffing changes
6140000	Employment Taxes	\$	1,601.00	Favorable: due to staffing changes and actual FUI rate charged: .6% vs. budgeted rate of 2%. Monthly budget includes the Federal payback at the end of the year.
6143000	Group Insurance	\$	9,016.00	Favorable-lower participation than budgeted
6213100	Temporary Agency Fees	\$	(9,561.00)	Unfavorable-additional staff needed (offsets favorable variance in salaries & benefits.)
6410030	Printer / Copier Supplies	\$	(599.00)	Unfavorable- due to increase in letter writing
6434120	Legal/Fair Housing	\$	11,512.00	Favorable-use of legal counsel only when necessary
6438000	Other Professional fees	\$	4,800.00	Favorable-no other fees at this time
6951000	Non-Budgeted for Committee	\$	1,000.00	Favorable-will be used by committee
	Total Explained Variances		<u>21,827</u>	



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1020 Golden Rain Foundation  
Budget Comparison - GRF  
07/31/2017

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P.O. Box 2069  
Seal Beach CA 90740

Jul Actuals	Jul Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Stock Transfer								
23,238	21,402	(1,836)	6100000 33	Salaries & Wages - Mutual Admin	159,219	153,890	(5,329)	264,976
1,724	1,590	(134)	6140000 33	Employment Taxes - Mutual Admin	13,518	13,825	307	22,078
259	280	21	6142000 33	Workers' Compensation - Mutual Admin	1,400	1,960	560	2,618
1,806	1,381	(425)	6143000 33	Group Insurance - Medical - Mutual Admin	12,639	9,667	(2,972)	16,572
59	60	1	6143300 33	Group Insurance - Dental - Mutual Admin	381	420	39	720
43	52	9	6143500 33	Group Insurance - Vision - Mutual Admin	273	364	91	624
268	485	217	6144000 33	401(k) Match - Mutual Admin	2,295	3,487	1,192	6,004
91	100	9	6145000 33	Group Insurance - Life - Mutual Admin	609	700	91	1,200
78	117	39	6146000 33	Long Term Disability Insurance - Mutual	535	819	284	1,404
0	200	200	6211000 33	Continuing Education - Mutual Admin	54	400	346	600
54	0	(54)	6214000 33	Meals & Special Events - Stock Transfer	54	0	(54)	0
800	250	(550)	6410000 33	Office Supplies - Mutual Admin	2,434	1,775	(659)	3,025
0	50	50	6410010 33	Hospitality - Mutual Admin	171	300	129	500
0	0	0	6410015 33	Computer Supplies - Mutual Admin	0	500	500	1,035
1,122	760	(362)	6410030 33	Printer / Copier Supplies - Mutual Admin	4,616	5,760	1,144	10,000
155	0	(155)	6410032 33	Photo ID Printing - Mutual Admin	5,996	0	(5,996)	0
0	0	0	6410033 33	Guest Pass Printing - Mutual Admin	400	2,000	1,600	15,000
2,406	2,360	(46)	6434115 33	Legal Fees - Trust Review - Mutual Admin	17,119	16,520	(599)	28,325
38	38	0	6435100 33	Bank Service Fees - Mutual Admin	279	266	(13)	456
581	730	149	6444000 33	Equipment Rental - Mutual Admin	5,623	5,080	(543)	9,761
0	250	250	6472000 33	Equipment Repair & Maintenance - Mutual	195	750	555	1,000
650	1,500	850	6478000 33	Service Contracts - Mutual Admin	8,162	10,500	2,338	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	59,977	63,070	3,093	63,070
0	250	250	6483201 33	Mailouts - Periodic - Mutual Admin	0	250	250	250
0	0	0	6484000 33	Permits & Licenses - Mutual Admin	109	100	(9)	100
3,000	3,000	0	6484500 33	Postage - Mutual Admin	14,999	21,000	6,001	36,000
36,373	34,855	(1,518)		Total Expenses	311,057	313,403	2,346	504,208
Other Cost Recovery								
20,500	14,750	5,750	5345000 33	Certificate Preparation Fee - Escrow - M	142,500	109,450	33,050	194,150
3,000	3,400	(400)	5345001 33	Certificate Preparation Fee - Non-Escrow	30,500	26,500	4,000	43,950
665	1,739	(1,074)	5380330 33	Guest Pass Income - Mutual Admin	14,035	30,753	(16,718)	39,445
287	300	(13)	5380331 33	Copy Fee Income - Mutual Admin	4,297	2,100	2,197	3,600
2,125	3,531	(1,406)	5380332 33	Trust Processing Fee - Mutual Admin	18,200	24,723	(6,523)	42,375
0	237	(237)	5380333 33	Member ID Card Income - Mutual Admin.	960	1,659	(699)	2,845
60	83	(23)	5380334 33	Map Sales Income - Mutual Admin.	335	585	(250)	1,000
260	208	52	5380335 33	Realtor's Service Pass - Mutual Admin.	2,780	1,460	1,320	2,500
500	282	218	5385000 33	Other Income - Mutual Admin	4,305	1,974	2,331	3,380
27,397	24,530	2,867		Total Other Cost Recovery	217,912	199,204	18,708	333,245



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1020 Golden Rain Foundation  
Budget Comparison - GRF  
07/31/2017

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P.O. Box 2069  
Seal Beach CA 90740

Jul Actuals	Jul Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
14,247	14,247	0	5330000 33	Income / Refund from Mutuals - Mutual Ad	99,729	99,729	0	170,963
41,644	38,777	2,867		Total Cost Recovery	317,641	298,933	18,708	504,208
				Off Budget Items				
5,271	3,922	1,349		Net Income / (Expense)	6,585	(14,470)	21,055	0

## Budget Variance Report - July 2017

### Stock Transfer/Distribution - Cost Center #33

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	(5,329.00)	unfavorable - vacation payout accrued in Cost Center 20, and overtime pay for staff
6143000	Group Insurance - Medical	(2,972.00)	unfavorable - participation greater than budgeted
6410032	Photo ID Printing	(5,996.00)	unfavorable - unbudgeted ID Card Replacement Project. Total of \$30,000 approved by the GRF Board on 3/28/17.
6410033	Guest Pass Printing	1,600.00	favorable - supplies will be ordered later in the year
6482500	Election Expense	3,093.00	favorable - reduction in election costs
6484500	Postage	6,001.00	favorable - reduction in number of mailings
5345000	Certificate Preparation Fee - Escrow	33,050.00	favorable - increase in number of escrows
5345001	Certificate Preparation Fee - Non Escrow	4,000.00	favorable - increase in number of transfers
5380330	Guest Pass Income	(16,718.00)	unfavorable - decrease in guest pass
5380331	Copy Fee Income	2,197.00	favorable - increase in copy service
5380332	Trust Processing Fee	(6,523.00)	unfavorable - decrease in number of trusts sent to attorney for review
5380335	Realtor's Service Pass	1,320.00	favorable - increase in passes sold
5385000	Other income	2,331.00	favorable - increase in co-occupant set-up fees
Total Explained Variances		<u>16,054.00</u>	

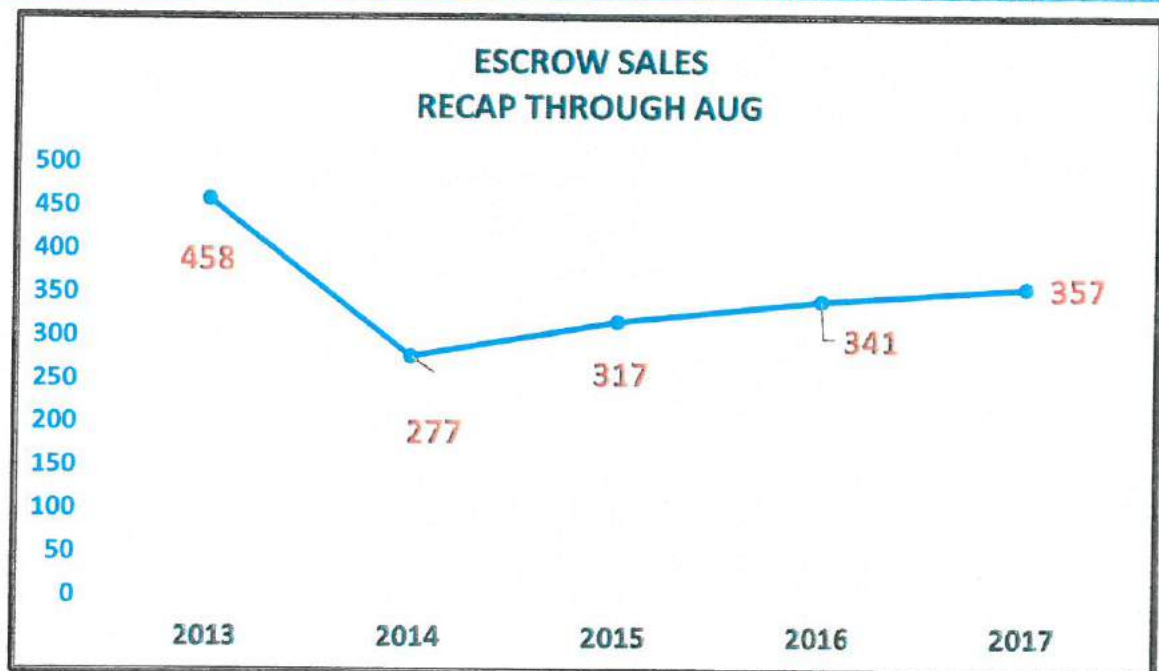
# Stock Transfer

## August 2017 - Monthly Reports

### ESCROW

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	5	7	6	1	2	9	6	6					42
2 Two	3	5	9	6	6	7	7	9					52
3 Three	1	2	5	8	6	1	1	1					25
4 Four	4	2	3	0	4	4	2	2					21
5 Five	3	0	4	4	3	4	6	3					27
6 Six	1	3	5	2	3	1	2	8					25
7 Seven	4	1	1	7	2	2	0	4					21
8 Eight	1	1	1	2	5	2	4	1					17
9 Nine	2	2	4	1	4	3	2	3					21
10 Ten	1	0	1	0	0	1	2	3					8
11 Eleven	1	1	2	6	1	3	2	4					20
12 Twelve	3	1	5	2	3	4	2	4					24
14 Fourteen	1	3	0	6	3	3	1	1					18
15 Fifteen	5	1	6	1	3	3	4	5					28
16 Sixteen	0	0	0	0	0	1	0	0					1
17 Seventeen	0	0	4	0	1	0	0	2					7
<b>TOTALS:</b>	<b>35</b>	<b>29</b>	<b>56</b>	<b>46</b>	<b>46</b>	<b>48</b>	<b>41</b>	<b>56</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>357</b>

ESCROW RECAP	SALES		Percentage Comparisons			
	Sales	Prices		Sales		Prices
Total through Aug 2017	357	\$ 83,973,437.00	2017	2012 - 2016		
Total through Aug 2016	341	\$ 73,056,968.00	2016	5%		15%
Total through Aug 2015	317	\$ 62,835,449.00	2015	8%		16%
Total through Aug 2014	277	\$ 53,538,988.00	2014	14%		17%
Total through Aug 2013	458	\$ 63,736,875.00	2013	-40%		-16%



Escrow



# Stock Transfer

## August 2017 - Monthly Reports

### ATTORNEY TRUST REVIEWS

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	1	1	2	1	3	2	1	2					13
2	Two	2	4	6	1	3	3	2	6					27
3	Three	2	1	1	1	3	4	3	0					15
4	Four	2	0	0	0	2	0	1	0					5
5	Five	0	2	3	2	2	1	1	1					12
6	Six	1	0	1	3	1	4	0	3					13
7	Seven	2	1	1	0	1	0	2	0					7
8	Eight	2	1	2	1	2	1	1	2					12
9	Nine	1	2	3	1	2	1	0	1					11
10	Ten	0	1	1	2	1	2	2	0					9
11	Eleven	1	0	1	1	3	4	2	1					13
12	Twelve	0	2	3	0	3	0	2	1					11
14	Fourteen	4	0	3	0	4	1	0	0					12
15	Fifteen	3	1	2	1	1	0	2	4					14
16	Sixteen	0	0	0	0	0	0	0	0					0
17	Seventeen	0	1	1	1	0	0	0	1					4
2017 Totals:		21	17	30	15	31	23	19	22	0	0	0	0	178

Trust Reviews through August 2017:		178	-27.35%
Trust Reviews through August 2016:		245	

**Stock Transfer**  
August 2017 - Monthly Reports

**REGISTRATIONS**

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE ESA
1	One	20	96	46	5	11
2	Two	60	89	52	4	8
3	Three	11	56	22	1	3
4	Four	12	40	28	0	0
5	Five	24	42	22	1	1
6	Six	15	48	18	0	1
7	Seven	20	40	32	0	0
8	Eight	9	37	15	2	9
9	Nine	18	64	17	1	2
10	Ten	28	31	18	1	6
11	Eleven	16	26	11	1	3
12	Twelve	47	39	17	0	6
14	Fourteen	33	52	20	5	4
15	Fifteen	15	58	30	7	2
16	Sixteen	0	3	3	0	0
17	Seventeen	9	8	8	2	0
2017 Totals:		337	729	359	30	56

<b>Total Pets &amp; Animals:</b>	<b>1,174</b>
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## Stock Transfer

### August 2017 - Monthly Reports

## TRANSFERS

TYPE OF TRANSFER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
<b>SIMPLE TRANSFERS</b>	12	9	18	17	19	16	15	7					113
<b>MEMBERSHIP TRANSFERS</b>	6	10	7	10	7	11	7	6					64
<b>2017 Totals:</b>	<b>18</b>	<b>19</b>	<b>25</b>	<b>27</b>	<b>26</b>	<b>27</b>	<b>22</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>177</b>

Simple Transfers include name changes, adding or removing of nonresident co-owners, and removal of owner members.

Membership Transfers are the addition of new owner members on title.

# **Stock Transfer** **August 2017 - Monthly Reports**

## **GUEST PASSES**

MUTUAL		#	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	0	0	0	0	0	0	0	0	0					0
2	Two	4	160	56	25	20	25	19	12	16					333
3	Three	2	33	28	6	9	7	5	6	9					103
4	Four	0	0	0	0	0	0	0	0	0					0
5	Five	4	89	28	26	5	7	5	12	5					177
6	Six	0	0	0	0	0	0	0	0	0					0
7	Seven	4	65	22	20	8	9	3	1	0					128
8	Eight	2	23	25	6	4	9	4	9	4					84
9	Nine	0	0	0	0	0	0	0	0	0					0
10	Ten	4	96	22	5	4	3	3	4	10					147
11	Eleven	4	88	19	13	0	5	15	2	10					152
12	Twelve	0	0	0	0	0	0	0	0	0					0
14	Fourteen	0	0	0	0	0	0	0	0	0					0
15	Fifteen	4	155	49	18	9	19	11	15	6					282
16	Sixteen	4	0	7	2	2	0	1	0	1					13
17	Seventeen	0	0	0	0	0	0	0	0	0					0
2017 Totals:			709	256	121	61	84	66	61	61	0	0	0	0	1419



# **Stock Transfer** **August 2017 - Monthly Reports**

## **STOCK TRANSFER REVENUE**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Guest Passes	\$6,860	\$3,040	\$1,405	\$600	\$775	\$690	\$665	\$730					\$14,765
ID Card	\$260	\$260	\$380	\$80	\$0	\$0	\$0	\$120					\$1,100
Distribution - Copies (1)	\$551	\$431	\$535	\$380	\$255	\$423	\$287	\$431					\$3,293
Supplies (1)								\$915					
Transfers	\$3,950	\$5,150	\$5,500	\$5,150	\$3,750	\$4,500	\$3,000	\$4,250					\$35,250
Co-Occupant Set-Up	\$400	\$800	\$500	\$200	\$400	\$300	\$400	\$200					\$3,200
Trust Review Fees	\$2,450	\$2,900	\$3,400	\$1,675	\$3,000	\$2,450	\$2,125	\$3,075					\$21,075
Realtor Passes	\$430	\$600	\$420	\$445	\$335	\$290	\$260	\$550					\$3,330
Map Sales	\$0	\$0	\$40	\$90	\$60	\$85	\$60	\$150					\$485
GRF Mutual 17 Leases	\$5,220	\$348	\$290	\$464	\$464	\$174	\$0	\$0					\$6,960
<b>2017 Totals:</b>	<b>\$20,121</b>	<b>\$13,529</b>	<b>\$12,470</b>	<b>\$9,084</b>	<b>\$9,039</b>	<b>\$8,912</b>	<b>\$6,797</b>	<b>\$10,421</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$89,458</b>

(1) Copy & Supplies Center opened August 1st

