



Mutual Administration Committee

Agenda

Administration Building, Conference Room A

Tuesday, October 10, 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
Ruben Gonzalez, Facilities Manager
Kheara Aquino, Recording Secretary
 - b. Rules of Order
 - c. Chair's Report
4. Approval of Minutes
 - a. Minutes of September 12, 2017 (pp. 3-8)
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. Email Consent Forms at Close of Escrow
 - b. Mutual Administration Procedures – Agendas and Minutes (pp. 10-16)
 - c. Update Mutual Guest Passes

9. New Business
 - a. Notice of Disclaimer Regarding Dual Ownership (pp. 17-18)
 - b. 180-Day Expiration to the Notice of Intent to Withdraw and the Pre-listing Inspection Documents (pp. 19-21)
10. Policies
 - a. Review Policy 5536.1-33–Gate Passes (pp. 23-26)
 - b. Rescind Policy 7720–Distribution Services (pp. 27-28)
 - c. Rescind Policy 7740–Messenger Service (pp. 29-30)
11. Sub-Committee Reports
 - a. Re-numbering Sub-Committee
 - b. New Buyer Video Sub-Committee
12. Staff Reports
 - a. Mutual Administration Director Jodi Hopkins / Mutual Administration Manager Blessilda Fernandez–Cost Center MAC (pp. 31-35)
 - b. Stock Transfer Manager Nancy Ray, Cost Center 33 (pp. 37-47)
 - c. Executive Director Randy Ankeny
13. Shareholder/Member Comments
(Limited to 3 minutes per person)
14. President's Comments
15. Committee Member Comments
16. Next Meeting/Adjournment
 - a. **Tuesday, November 14, 2017**



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, September 12, 2017

1:00 PM

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting of the Mutual Administration Committee was called to order by Vice Chair Winkler at 1:00 p.m., on Tuesday, September 12, 2017, in the Administration Building Conference Room A. Mrs. Reed led the Committee in the Pledge of Allegiance.

ROLL CALL

Present:	Ms. R. Winkler, Vice Chair	Ms. L. Stone, Ex-Officio
	Mrs. J. Reed	Ms. P. Snowden
	Mr. R. Stone	Ms. K. Rapp
	Mr. Crossley	
Absent:	Ms. S. Hopewell, Chair	
	Mr. P. Moore	
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. J. Hopkins, Mutual Administration Director	
	Ms. B. Fernandez, Mutual Administration Manager	
	Ms. N. Ray, Stock Transfer Manager	
	Mr. R. Gonzalez, Facilities Manager	
	Mr. A. Hensley, Service Maintenance Assistant Supervisor	
	Mrs. K. Aquino, Recording Secretary	
	Fourteen 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 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 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 Vice 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 Manager Nancy Ray, Facilities Manager Ruben Gonzalez, Service Maintenance Assistant Supervisor Aaron Hensley, and Recording Secretary Kheara Aquino. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

MINUTES

The Vice Chair declared the regular meeting minutes of August 15, 2017, approved, as written.

SHAREHOLDER COMMENTS

One shareholder/member spoke on today's Committee agenda items.

CORRESPONDENCE

The Committee received no correspondence.

STAFF REPORTS

The open SRO Report was presented by the Service Maintenance Assistant Supervisor.

Following questions Mr. Gonzalez and Mr. Hensley left the meeting at 1:08 p.m.

UNFINISHED BUSINESS

ID card Project Update

Stock Transfer Manager Ray provided an update on the completion of the ID Card Project.

Email Consent Forms at Close of Escrow

The Email Consent Forms at Close of Escrow was deferred to the next Committee Meeting so that the Executive Director may further research the possibility of the consent forms.

Review/Approval – Glossary of Terms

The Glossary of Terms was deferred to the next Committee Meeting due to pending suggestions not yet included, and the work study meeting that has yet to commence.

Renumbering Sub-Committee

Ms. Rapp MOVED, seconded by Mr. R. Stone and carried unanimously by the Committee members present,

Renumbering Sub-Committee (continued)

TO, accept the nominees for the Policy Renumbering Sub-Committee as follows, Paula Snowden (Chair), Susan Hopewell, Margaret Gillon and Dr. Betty Coven.

The motion was carried unanimously by Committee members present.

NEW BUSINESS

Recording Secretaries' Work Station Replacement

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

TO, recommend to the Finance Committee funding (Capital or Reserve) to replace the work stations, and upon determination by the Finance Committee that sufficient funds exist for the replacement 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.

The motion was carried unanimously by Committee members present.

Guest Passes

The Committee concurred to approve the Guest Passes Resolution with a change to the last sentence of the first paragraph from Board to Mutual Board.

Mutual Administration Procedures – Agendas and Minutes

The Mutual Administration Procedures–Agendas and Minutes was deferred to the next Committee meeting due to pending suggestions not yet included.

New Buyer Video

Ms. Rapp announced that the new Buyer Video Sub-Committee will be meeting on September 25, 2017, at 1:00 p.m. in Building Five, Conference Room B.

The Vice Chair called a break from 2:24 p.m. to 2:34 p.m.

POLICIES

Update of Policy 5165 – Mutual Administration Committee

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

TO, recommend to the GRF Board to accept amendment to Policy 5165, Mutual Administration Committee.

The motion was carried unanimously by Committee members present.

Update of Policy 5061-31 – Fees

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

TO, recommend to the Finance Committee to review Policy 5061-31, Fees.

The Committee concurred to withdraw the motion.

Review of Policy 7720 – Distribution of Services

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

TO, recommend the GRF Board rescind Policy 7720, Distribution of Services.

The motion was carried unanimously by Committee members present.

Review of Policy 7740 – Messenger Services

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

TO, recommend the GRF Board rescind Policy 7740, Messenger Services.

The motion was carried unanimously by Committee members present.

STAFF REPORTS

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

The Stock Transfer Manager 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 spoke on topics discussed at today's Committee meeting.

COMMITTEE MEMBER COMMENTS

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

CHAIR'S COMMENTS

The Vice Chair thanked committee members, staff and guests for attending

ADJOURNMENT

The Vice Chair adjourned the meeting at 3:14 p.m.

Ms. R. Winkler, Vice Chair
Golden Rain Foundation
kla 09.14.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON SEPTEMBER 12, 2017**

ACTIONS:

- Vice Chair Winkler declared the minutes of the regular meeting of August 15, 2017, approved, as presented;

MOTIONS:

- **TO**, accept the nominees for the Policy Renumbering Sub-Committee as follows, Paula Snowden (Chair), Susan Hopewell, Margaret Gillon and Dr. Betty Coven.
- **TO**, recommend to the Finance Committee funding (Capital or Reserve) to replace the work stations, and upon determination by the Finance Committee that sufficient funds exist for the replacement 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.
- **TO**, recommend to the GRF Board to accept amendment to Policy 5165, Mutual Administration Committee.
- **TO**, recommend the GRF Board rescind Policy 7720, Distribution of Services.
- **TO**, recommend the GRF Board rescind Policy 7740, Messenger Services.



MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: RUBEN GONZALEZ, FACILITIES MANAGER
SUBJECT: AUG 2017 OPEN SRO REPORT
DATE: 8/31/2017

MONTH SRO CREATED	SROs OPEN DURING JUN 2017	SROs OPEN DURING JUL 2017	SROs OPEN DURING AUG 2017
FEB 2017	-25-	-19-	-6-
MAR 2017	-74-	-54-	-27-
APR 2017	-74-	-57-	-37-
MAY 2017	-184-	-89-	-35-
JUNE 2017	-1,668-	-491-	-169-
JULY 2017	-	-1,886-	-476-
AUG 2017	-	-	-1,862-
TOTAL	-2,034-	-2,565-	-2,613-

SEPTEMBER NOT INCLUDED

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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. / Mr. 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. GRF Representative (place GRF Rep name here)
(or Guest Speaker) (place Guest Speakers name here)

9. 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)

10. NEW BUSINESS

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

(updated 10-02-17ka)

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

- 11.** SECRETARY CORRESPONDENCE (place directors name here)
- 12.** CFO – FINANCIAL STATEMENTS (place directors name here)
- 13.** MUTUAL ADMINISTRATION DIRECTOR (place directors name here)
- 14.** GRF REPRESENTATIVE (place GRF Rep name here)
- 15.** ANNOUNCEMENTS
- 16.** **COMMITTEE REPORTS**
- 17.** DIRECTORS' COMMENTS
- 18.** SHAREHOLDER(S)' COMMENTS (2-3 MINUTES)
- 19.** ADJOURNMENT
- 20.** 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)

(updated 10-02-17ka)

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. Name
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.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: STOCK TRANSFER OFFICE
SUBJECT: NOTICE OF DISCLAIMER REGARDING DUAL OWNERSHP
DATE: OCTOBER 3, 2017
CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

Article 5 of the Occupancy Agreement states that "Member shall not own more than one share of stock in Corporation, or any other Mutual Corporation located in Seal Beach Leisure World concurrently, Member being expressly obligated to fully divest ownership in Corporation prior to acquiring, owning or occupying a dwelling unit other than as set forth above."

Action Requested:

Motion to recommend to the GRF Board to approve the use of the Notice of Disclaimer Regarding Dual Ownership during the escrow process to ensure, via the buyers signatures, the buyers are aware of not being able to own, or be on certificates, for more than one unit.

Notice of Disclaimer Regarding Dual Ownership

The purpose of this Notice of Disclaimer is to set forth information regarding dual ownerships:

Article 5 of the Occupancy Agreement states that "Member shall not own more than one share of stock in Corporation, or any other Mutual Corporation located in Seal Beach Leisure World concurrently, Member being expressly obligated to fully divest ownership in Corporation prior to acquiring, owning or occupying a dwelling unit other than as set forth above."

Individuals may not go on title via the escrow or transfer process either as owner members or as nonresident co-owners if they are already on title as an owner or nonresident co-owner of a unit located in Seal Beach Leisure World. If they wish to go on title of one unit via the escrow or transfer process they must first come off title of the other unit via escrow or the transfer process in the Stock Transfer Office.

By our signatures below, it is acknowledged that I have read and received a copy of the Notice of Disclaimer Regarding Dual Ownership.

Prospective Buyer's Signature

Date

Prospective Buyer's Signature

Date

Prospective Buyer's Signature

Date

Nonresident Co-Owner's Signature

Date



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: STOCK TRANSFER OFFICE
SUBJECT: ADDITION OF 180 DAY EXPIRATION TO THE NOTICE OF INTENTION TO WITHDRAW AND THE PRE-LISTING INSPECTION DOCUMENTS
DATE: OCTOBER 3, 2017
CC: STOCK TRANSFER OFFICE, MUTUAL ADMINISTRATION

The Notice of Intention to Withdraw and the Pre-Listing Inspection currently expire after 1 year.

Action Requested:

Motion to recommend to the Board to approve the the updated forms containing the notification of the expiration of the documents after 180 days, per the included forms.

NOTICE OF INTENTION TO WITHDRAW

***** Expires 180 days from date of Mutual approval *****

Seal Beach Mutual No. _____ Unit # _____

Mu. Stock Cert. Series and No. _____ GRF Certificate No. _____

Carport Building _____ Space: _____

Unit Address _____

The undersigned gives notice of the intention to withdraw from the project. In accordance with the provisions of Article III of the Mutual Corporation's Bylaws, the Corporation shall have thirty (30) days from delivery of this notice to exercise its option to purchase the above described stock, together with all the Retiring Member's rights. If the Corporation does not exercise its option, the Retiring Member shall proceed to sell said stock only to a purchaser approved by the Corporation.

Date: _____ Seller's Name (printed): _____ Seller's Signature: _____

Date: _____ Seller's Name (printed): _____ Seller's Signature: _____

Seller's Current Address: _____

Seller's Telephone Number: Home: () _____ Cell: () _____

CORPORATION EXERCISE OF OPTION

The Mutual Corporation elects to exercise its option to purchase the above described stock, together with all the Retiring Member's rights. Upon tender of Retiring Member's share of Stock, properly endorsed, and an assignment of all of Retiring Member's rights and title, the Corporation shall pay to the Retiring Member an amount determined as provided in Article III of its By-Laws.

Date: _____ Seal Beach Mutual No.: _____ By: _____

CORPORATION WAIVER OF OPTION

The Mutual Corporation hereby waives its option to purchase the above described stock provided that the share of Stock of the Retiring Member shall only be sold to a person duly approved by the Corporation as a Member and Occupant, and on condition that the Retiring Member pay to the Corporation a sum equal to all costs incident to the transfer herein.

Date: _____ Seal Beach Mutual No.: _____ By: _____

REQUIRED INFORMATION

Escrow Co.: _____

Agent: _____

Listing Price: \$ _____

Mutual allows and strictly enforces a limitation of ONE "for sale" sign per unit not to exceed 15" by 18" in size with black or blue lettering on a white background.

ORIGINAL OF THIS FORM MUST BE ON FILE IN STOCK TRANSFER OFFICE.

Print Name _____

Seller Please leave electricity on until escrow is closed. Please empty carport storage cabinets.

- ITEMS 1 THROUGH 35 ARE ADDITIONS TO THE ORIGINAL STRUCTURE AND WILL BECOME THE RESPONSIBILITY OF THE BUYER TO MAINTAIN AFTER THE CLOSE OF ESCROW.
- ANY FUTURE REMODELING MAY REQUIRE ALL NOT-TO-CODE ITEMS TO BE BROUGHT UP TO CODE.
- THE SELLER IS RESPONSIBLE FOR THE COST OF REPAIRS AND REMOVALS AS NOTED BELOW.
- ** NON-STANDARD ITEMS 1 THROUGH 35 MAY OR MAY NOT BE IN WORKING ORDER.

	PERMIT ON FILE	PERMIT DATE	MODEL _____	APPROX. ADDED SQUARE FEET _____
1. Garden	()	(_____)	_____	_____
2. Patio Cover	()	(_____)	_____	_____
3. Patio Enclosure	()	(_____)	_____	_____
4. Patio Cabinet	()	(_____)	_____	_____
5. Patio Concrete	()	(_____)	_____	_____
6. Skylights	()	(_____)	_____	_____
7. TV Antenna	()	(_____)	_____	_____
8. Air Conditioning	()	(_____)	_____	_____
9. Heat Pump	()	(_____)	_____	_____
10. Screen Door	()	(_____)	_____	_____
11. Slid'g Glass Door	()	(_____)	_____	_____
12. End Window	()	(_____)	_____	_____
13. Ceiling Fan	()	(_____)	_____	_____
14. Dishwasher	()	(_____)	_____	_____
15. Microwave	()	(_____)	_____	_____
16. Lights	()	(_____)	_____	_____
17. Mirrors	()	(_____)	_____	_____
18. Painted Cabinets	()	(_____)	_____	_____
19. Wallpaper	()	(_____)	_____	_____
20.	()	(_____)	_____	_____
21.	()	(_____)	_____	_____

DRAFT

_____ Repair and Paint Stucco at Carport/at Patio
 _____ Clean Out Storage Cabinet at Carport/at Patio
 _____ Install Porch light and Doorbell (code required)
 _____ Remove Towel Bars by Refrigerator, Stove Top, or Behind Bath Doors
 _____ Remove All Hooks, Nails, etc. from Stained Kitchen Cabinets, Putty and Stain to Match Existing
 _____ Remove All Hooks, Nails, etc from All Walls, Doors and Ceilings in Apartment and Patio, Spackle, Sand and Touch Up Paint to Match Existing
 _____ Replace Door Bumpers in Living room, Den, Bedroom Bath

_____ Clean Bath Toilet
 _____ Replace Toilet Seat
 _____ Replace Clothes Hamper Front, and Paint to Match
 _____ Replace Shower Doors Due to Cracks
 _____ Replace End Panel Due to Cracks
 _____ Replace Shower Head with Mutual Standard
 _____ Sand Chopping Block _____ Sand Breadboard
 _____ Refinish/Repair Formica Kitchen/Bath
 _____ Replace Broiler Pan _____ Replace Broiler Cover
 _____ Replace Round or Flat Filter in Stove Hood
 _____ Replace Reflector Pans
 _____ Remove Decals from Shower Floors

☐ Unit or parts of unit full or covered, unable to inspect. Will reinspect on final.

IMPORTANT NOTICE TO SELLER:

A final inspection will be made ten working days prior to the close of escrow on interior and exterior of apartment to order all necessary repairs and replacements. This inspection is **IN ADDITION** to the Pre-listing inspection. Any changes in Mutual policies between the date of this inspection and the final inspection may require additional items/ repairs not listed on this inspection to be performed. All cost for additional repairs will be deducted from your repair deposit that has been withheld. Keys provided by Seller will then be utilized by GRF employees and outside vendors to complete any repairs.

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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 15th of each year, Mutual Boards will provide to the Executive Director and/or Mutual Administration Direction 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 will be maintained in the Stock Transfer Office.

(Dec 16)

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

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.

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

(Dec 16)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****Gate Passes****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 an annual guest pass.

Administration is authorized to print annual guest passes and quarterly service passes (Dec 16)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****Gate 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)



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: MUTUAL ADMINISTRATION OFFICE
SUBJECT: POLICY 7720 DISTRIBUTION SERVICES
DATE: OCTOBER 10, 2017

On September 12, 2017, the Mutual Administration Committee reviewed Policy 7720, Distribution Services. The Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) to rescind the Policy, as it does not belong in the Mutual 7000 series.

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 procedure on what services the mutual received.

In addition, in researching Policy 7720 it was discovered that none of the housing Mutuals have adopted the policy.

I move to recommend MAC send it to the GRF BOD to rescind Policy 7720, Distribution Services.

MUTUAL OPERATIONS**ADMINISTRATIVE SERVICES****RESCIND****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

MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: MUTUAL ADMINISTRATION OFFICE
SUBJECT: POLICY 7740 MESSENGER SERVICE
DATE: OCTOBER 10, 2017

On September 12, 2017, the Mutual Administration Committee reviewed Policy 7740 Messenger Service. The Committee recommended the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind the Policy, as it does not belong in the Mutual 7000 series.

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

In addition, in researching Policy 7740 it was discovered that none of the housing Mutuals have adopted the policy.

I move to recommend MAC send it to the GRF BOD rescind Policy 7740, Messenger Service

MUTUAL OPERATIONS**ADMINISTRATIVE SERVICES****RESCIND****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

September 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	14				614
2 Two	11	10	22	13	86	162	16	29	13				362
3 Three	2	2	3	3	8	7	7	13	49				94
4 Four	6	7	3	11	1	3	2	2	0				35
5 Five	16	21	6	3	5	3	6	2	3				65
6 Six	1	12	1	3	5	0	3	3	0				28
7 Seven	3	3	1	0	6	2	118	7	1				141
8 Eight	1	3	2	5	2	1	4	3	63				84
9 Nine	14	10	8	12	6	11	8	28	208				305
10 Ten	0	4	1	0	10	6	3	288	2				314
11 Eleven	1	1	16	14	4	10	3	7	0				56
12 Twelve	16	6	8	517	2	10	13	647	17				1,236
14 Fourteen	16	4	12	4	3	11	10	15	36				111
15 Fifteen	4	0	1	13	1	3	13	15	7				57
16 Sixteen	0	0	0	10	1	3	1	0	0				15
17 Seventeen	1	0	0	0	0	0	2	1	0				4
2017 Totals:	94	534	98	640	157	274	224	1087	413	0	0	0	3,521
2016 Totals:	143	104	116	114	90	64	30	104	135	111	119	371	1,501
Legal Cases	36	46	52	47	48	41	41	38	37				386
Insurance Cases	4	6	7	7	6	2	2	4	3				41

Mutual Administration
September 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	8	4	2	2	2	0	3	0	0
2	Two	3	2	1	3	15	0	7	0	1
3	Three	3	1	0	1	5	0	3	0	1
4	Four	4	0	1	0	8	1	2	1	1
5	Five	4	0	1	5	9	0	3	0	1
6	Six	2	1	2	2	15	0	4	0	0
7	Seven	6	3	4	6	14	0	8	1	1
8	Eight	0	1	0	0	4	0	1	0	0
9	Nine	2	2	3	4	11	1	6	1	0
10	Ten	6	5	0	1	7	0	2	0	1
11	Eleven	1	3	0	0	2	0	1	1	0
12	Twelve	5	3	0	1	11	0	8	0	3
14	Fourteen	3	2	3	1	20	0	8	0	0
15	Fifteen	2	5	1	1	7	0	4	0	0
16	Sixteen	0	0	0	0	2	0	0	0	0
17	Seventeen	1	0	0	0	1	0	0	0	0
Totals:		50	32	18	27	133	2	60	4	9

Mutual Administration
September 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	\$17,553.00				\$57,262.36
Two	\$2,124.95	\$900.00	\$1,800.00	\$4,021.00	\$800.00	\$11,535.00	\$5,008.00	\$21,239.00	\$1,433.00				\$48,860.95
Three	\$6,881.25	\$0.00	\$8,163.00	\$10,347.00	\$1,940.00	\$11,475.00	\$5,700.00	\$1,124.00	\$2,257.00				\$47,887.25
Four	\$100.00	\$4,450.00	\$100.00	\$6,100.00	\$0.00	\$2,776.00	\$0.00	\$0.00	\$500.00				\$14,026.00
Five	\$560.00	\$0.00	\$396.00	\$0.00	\$3,870.00	\$813.00	\$0.00	\$3,392.00	\$955.00				\$9,986.00
Six	\$0.00	\$509.15	\$1,754.00	\$465.00	\$1,300.00	\$2,148.00	\$0.00	\$7,093.00	\$76.00				\$13,345.15
Seven	\$0.00	\$0.00	\$0.00	\$1,300.00	\$0.00	\$4,783.00	\$0.00	\$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	\$160.00				\$3,470.00
Nine	\$0.00	\$3,072.70	\$3,181.00	\$2,196.00	\$4,723.00	\$4,534.00	\$8,508.00	\$4,140.00	\$503.00				\$30,857.70
Ten	\$0.00	\$527.74	\$0.00	\$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	\$480.00				\$15,138.00
Twelve	\$1,184.81	\$2,886.33	\$910.00	\$456.00	\$825.00	\$0.00	\$2,340.00	\$0.00	\$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	\$3,393.00				\$21,501.20
Fifteen	\$0.00	\$2,622.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,833.00	\$1,634.00	\$8,939.00				\$15,028.00
Sixteen	\$0.00	\$921.28	\$0.00	\$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				\$0.00
TOTALS:	\$20,235.67	\$19,687.10	\$19,843.00	\$34,681.00	\$17,318.00	\$62,548.00	\$27,356.00	\$55,579.00	\$36,249.00	\$0.00	\$0.00	\$0.00	\$293,496.77

Collections through June 2017:		\$293,496.77	210%
Collections through June 2016:		\$139,891.00	

Budget Variance Report - August 2017

Mutual Administration - CC MAC

<u>GL Code</u>	<u>Account Description</u>		<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$	1,348.00	Favorable-due to staffing changes
6140000	Employment Taxes	\$	1,402.00	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	\$	10,049.00	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	\$	(745.00)	Unfavorable- due to increase in letter writing
6434120	Legal/Fair Housing	\$	14,012.00	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>22,305</u>	

P.O. Box 2069
Seal Beach CA 90740

Aug Actuals	Aug Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Mutual Administration								
33,018	30,308	(2,710)	6100000 MAC	Salaries & Wages - Mutual Admin	227,936	229,284	1,348	342,608
2,461	2,261	(200)	6140000 MAC	Employment Taxes - Mutual Admin	18,500	19,902	1,402	28,358
769	832	63	6142000 MAC	Workers' Compensation - Mutual Admin	4,795	6,656	1,861	7,790
2,254	3,287	1,033	6143000 MAC	Group Insurance - Medical - Mutual Admin	16,247	26,296	10,049	39,444
103	60	(43)	6143300 MAC	Group Insurance - Dental - Mutual Admin	615	480	(135)	720
49	37	(12)	6143500 MAC	Group Insurance - Vision - Mutual Admin	310	296	(14)	444
611	732	121	6144000 MAC	401(k) Match - Mutual Admin	4,941	5,541	600	8,281
135	130	(5)	6145000 MAC	Group Insurance - Life - Mutual Admin	973	1,040	67	1,560
114	151	37	6146000 MAC	Long Term Disability Insurance - Mutual	829	1,208	379	1,812
27	0	(27)	6211000 MAC	Continuing Education - Mutual Admin	857	800	(57)	1,200
0	0	0	6213100 MAC	Temporary Agency Fees - Mutual Admin	9,561	0	(9,561)	0
0	0	0	6214000 MAC	Meals & Special Events - Mutual Admin	92	800	708	1,800
0	0	0	6215000 MAC	Mileage - Mutual Admin	0	60	60	75
243	250	7	6410000 MAC	Office Supplies - Mutual Admin	1,766	2,000	234	3,025
0	0	0	6410010 MAC	Hospitality - Mutual Admin	92	0	(92)	0
(53)	200	253	6410015 MAC	Computer Supplies - Mutual Admin	(53)	800	853	1,200
146	0	(146)	6410030 MAC	Printer / Copier Supplies - Mutual Admin	1,120	375	(745)	500
0	2,500	2,500	6434120 MAC	Legal/Fair Housing - Mutual Admin	3,488	17,500	14,012	25,000
0	0	0	6438000 MAC	Other Professional Fees - Mutual Admin	0	4,800	4,800	8,000
0	200	200	6482000 MAC	Dues, Memberships & Books - Mutual Admin	427	600	173	800
0	0	0	6951000 MAC	Committee Discretionary Expense - Mutual	0	1,000	1,000	1,000
39,878	40,948	1,070		Total Expenses	292,495	319,438	26,943	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	315,744	315,744	0	473,617
39,468	39,468	0		Total Cost Recovery	315,771	315,744	27	473,617
Off Budget Items								
(410)	(1,480)	1,070		Net Income / (Expense)	23,276	(3,694)	26,970	0

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Stock Transfer

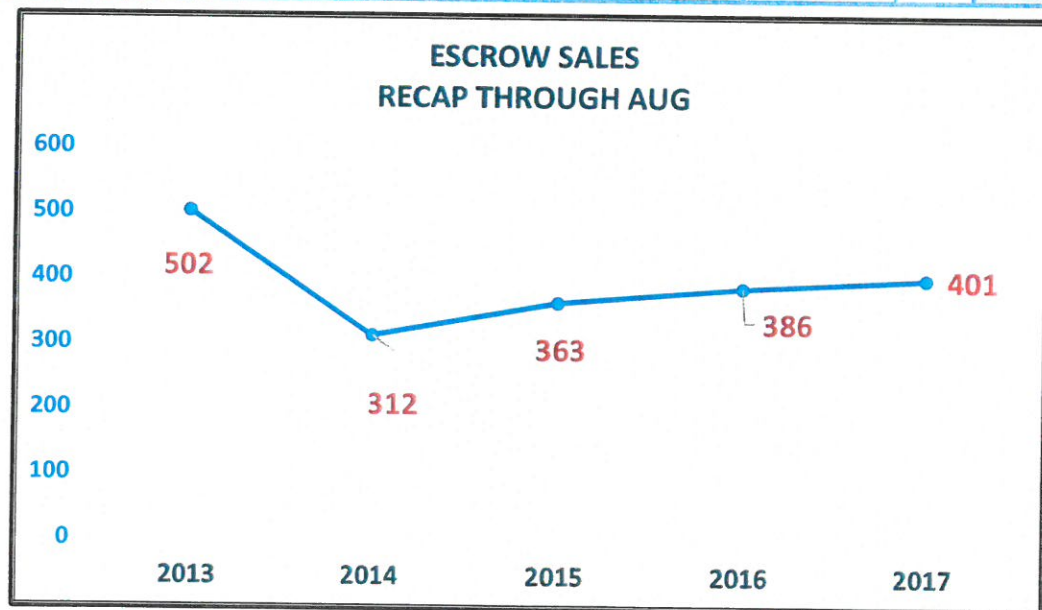
September 2017 - Monthly Reports

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	7				49
2 Two	3	5	9	6	6	7	7	9	4				56
3 Three	1	2	5	8	6	1	1	1	5				30
4 Four	4	2	3	0	4	4	2	2	3				24
5 Five	3	0	4	4	3	4	6	3	2				29
6 Six	1	3	5	2	3	1	2	8	1				26
7 Seven	4	1	1	7	2	2	0	4	4				25
8 Eight	1	1	1	2	5	2	4	1	1				18
9 Nine	2	2	4	1	4	3	2	3	5				26
10 Ten	1	0	1	0	0	1	2	3	4				12
11 Eleven	1	1	2	6	1	3	2	4	3				23
12 Twelve	3	1	5	2	3	4	2	4	0				24
14 Fourteen	1	3	0	6	3	3	1	1	3				21
15 Fifteen	5	1	6	1	3	3	4	5	2				30
16 Sixteen	0	0	0	0	0	1	0	0	0				1
17 Seventeen	0	0	4	0	1	0	0	2	0				7
TOTALS:	35	29	56	46	46	48	41	56	44	0	0	0	401

MLS Active Listings at time of report	68	59	58	86	79	71	91	55	54				
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ESCROW RECAP	SALES		Percentage Comparisons	
	Sales	Prices	Sales	Prices
Total through Aug 2017	401	\$ 94,903,737.00	2017	2012 - 2016
Total through Aug 2016	386	\$ 83,517,018.00	2016	4%
Total through Aug 2015	363	\$ 73,201,849.00	2015	6%
Total through Aug 2014	312	\$ 60,726,438.00	2014	16%
Total through Aug 2013	502	\$ 71,584,426.00	2013	-38%



Stock Transfer

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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	5				18
2	Two	2	4	6	1	3	3	2	6	3				30
3	Three	2	1	1	1	3	4	3	0	2				17
4	Four	2	0	0	0	2	0	1	0	1				6
5	Five	0	2	3	2	2	1	1	1	1				13
6	Six	1	0	1	3	1	4	0	3	0				13
7	Seven	2	1	1	0	1	0	2	0	1				8
8	Eight	2	1	2	1	2	1	1	2	0				12
9	Nine	1	2	3	1	2	1	0	1	2				13
10	Ten	0	1	1	2	1	2	2	0	0				9
11	Eleven	1	0	1	1	3	4	2	1	2				15
12	Twelve	0	2	3	0	3	0	2	1	2				13
14	Fourteen	4	0	3	0	4	1	0	0	2				14
15	Fifteen	3	1	2	1	1	0	2	4	1				15
16	Sixteen	0	0	0	0	0	0	0	0	0				0
17	Seventeen	0	1	1	1	0	0	0	1	1				5
2017 Totals:		21	17	30	15	31	23	19	22	23	0	0	0	201

Trust Reviews through September 2017:	201	-24.44%
Trust Reviews through September 2016:	266	

Stock Transfer

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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				0
2 Two	4	160	56	25	20	25	19	12	16	5				338
3 Three	2	33	28	6	9	7	5	6	9	5				108
4 Four	0	0	0	0	0	0	0	0	0	0				0
5 Five	4	89	28	26	5	7	5	12	5	3				180
6 Six	0	0	0	0	0	0	0	0	0	0				0
7 Seven	4	65	22	20	8	9	3	1	0	3				131
8 Eight	2	23	25	6	4	9	4	9	4	5				89
9 Nine	0	0	0	0	0	0	0	0	0	0				0
10 Ten	4	96	22	5	4	3	3	4	10	3				150
11 Eleven	4	88	19	13	0	5	15	2	10	2				154
12 Twelve	0	0	0	0	0	0	0	0	0	0				0
14 Fourteen	0	0	0	0	0	0	0	0	0	0				0
15 Fifteen	4	155	49	18	9	19	11	15	6	0				282
16 Sixteen	4	0	7	2	2	0	1	0	1	0				13
17 Seventeen	0	0	0	0	0	0	0	0	0	0				0
2017 Totals:		709	256	121	61	84	66	61	61	26	0	0	0	1445

Stock Transfer

September 2017 - Monthly Reports

REGISTRATIONS

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE ESA
1	One	23	96	45	5	11
2	Two	66	90	54	4	9
3	Three	11	56	22	1	3
4	Four	17	40	28	0	0
5	Five	26	42	22	1	1
6	Six	16	49	17	0	1
7	Seven	23	40	33	0	0
8	Eight	8	37	15	2	9
9	Nine	24	64	17	1	2
10	Ten	34	31	17	1	6
11	Eleven	16	26	11	1	3
12	Twelve	54	42	17	0	7
14	Fourteen	36	52	20	4	4
15	Fifteen	16	58	30	7	2
16	Sixteen	1	3	3	0	0
17	Seventeen	9	8	7	2	0
2017 Totals:		380	734	358	29	58

Total Pets & Animals:	1,179
----------------------------------	--------------

Stock Transfer

September 2017 - Monthly Reports

TRANSFERS

TYPE OF TRANSFER	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
SIMPLE TRANSFERS	12	9	18	17	19	16	15	7	6				119
MEMBERSHIP TRANSFERS	6	10	7	10	7	11	7	6	7				71
2017 Totals:	18	19	25	27	26	27	22	13	13	0	0	0	190

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

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

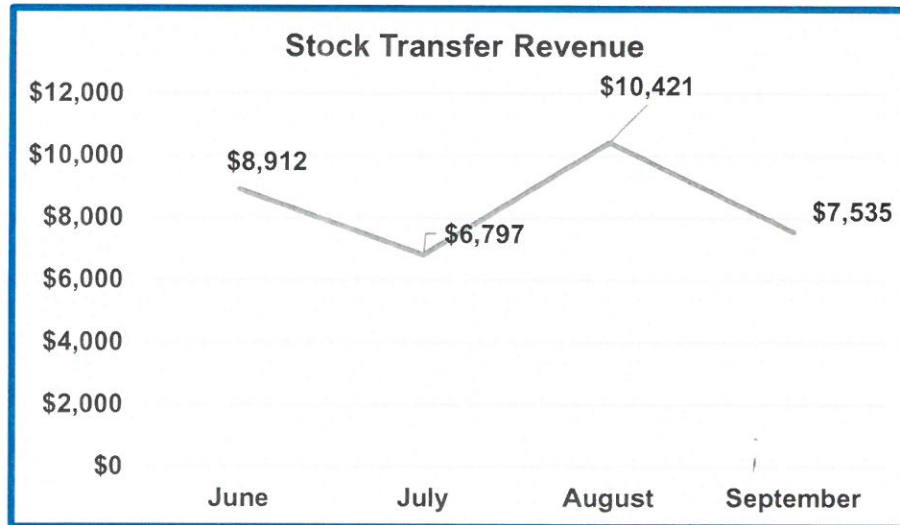
Stock Transfer

September 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	\$340				\$15,105
ID Card	\$260	\$260	\$380	\$80	\$0	\$0	\$0	\$120	\$260				\$1,360
Distribution - Copies (1)	\$551	\$431	\$535	\$380	\$255	\$423	\$287	\$431	\$432				\$3,725
Supplies (1)								\$915	\$813				\$1,728
Transfers	\$3,950	\$5,150	\$5,500	\$5,150	\$3,750	\$4,500	\$3,000	\$4,250	\$1,750				\$37,000
Co-Occupant Set-Up	\$400	\$800	\$500	\$200	\$400	\$300	\$400	\$200	\$300				\$3,500
Trust Review Fees	\$2,450	\$2,900	\$3,400	\$1,675	\$3,000	\$2,450	\$2,125	\$3,075	\$3,275				\$24,350
Realtor Passes	\$430	\$600	\$420	\$445	\$335	\$290	\$260	\$550	\$260				\$3,590
Map Sales	\$0	\$0	\$40	\$90	\$60	\$85	\$60	\$150	\$105				\$590
GRF Mutual 17 Leases	\$5,220	\$348	\$290	\$464	\$464	\$174	\$0	\$0	\$0				\$6,960
2017 Totals:	\$20,121	\$13,529	\$12,470	\$9,084	\$9,039	\$8,912	\$6,797	\$10,421	\$7,535	\$0	\$0	\$0	\$97,908

(1) Copy & Supplies Center opened August 1st



Budget Variance Report - August 2017

Stock Transfer - Cost Center #33

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	(11,845.00)	unfavorable - vacation payout accrued in Cost Center 20, change in staff, and overtime pay for staff
6143000	Group Insurance - Medical	(3,397.00)	unfavorable - participation greater than budgeted
6410032	Photo ID Printing	(25,949.00)	unfavorable - unbudgeted ID Card Replacement Project. Total of \$30,000 approved by the GRF Board on 3/28/17.
6410033	Guest Pass Printing	1,250.00	favorable - supplies will be ordered later in the year
6482500	Election Expense	3,093.00	favorable - reduction in election costs
6484500	Postage	9,001.00	favorable - reduction in number of mailings
5345000	Certificate Preparation Fee - Escrow	46,300.00	favorable - increase in number of escrows
5345001	Certificate Preparation Fee - Non Escrow	5,350.00	favorable - increase in number of transfers
5380330	Guest Pass Income	(17,727.00)	unfavorable - decrease in guest pass
5380331	Copy Fee Income	2,468.00	favorable - increase in copy service
5380332	Trust Processing Fee	(6,979.00)	unfavorable - decrease in number of trusts sent to attorney for review
5380335	Realtor's Service Pass	1,662.00	favorable - increase in passes sold
5385000	Other income	2,690.00	favorable - increase in co-occupant set-up fees
Total Explained Variances		<u>5,917.00</u>	

Budget Variance Report - August 2017

Copy & Supply Center - Cost Center #44

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410000	Office Supplies	(125.00)	New Cost Center, not budgeted in 2017
6410020	Equipment Expense	(322.00)	New Cost Center, not budgeted in 2017
6410030	Printer / Copier Supplies	(241.00)	New Cost Center, not budgeted in 2017

Total Explained Variances	<u>(688.00)</u>
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Note: Copy & Supply Center opened August 1st

1020 Golden Rain Foundation
 Budget Comparison - GRF
 08/31/2017

09/07/2017
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P.O. Box 2069
 Seal Beach CA 90740

Aug Actuals	Aug Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Expenses - Copy & Supply Center				
					125	0	(125)	0
125	0	(125)	6410000 44	Office Supplies - Copy & Supply Center	322	0	(322)	0
322	0	(322)	6410020 44	Equipment Expense - Copy & Supply Center	241	0	(241)	0
241	0	(241)	6410030 44	Printer / Copier Supplies - Copy & Suppl				
				Total Expenses	688	0	(688)	0
688	0	(688)						
				Total Cost Recovery	0	0	0	0
0	0	0						
				Off Budget Items				
				Net Income / (Expense)	(688)	0	(688)	0
(688)	0	(688)						

1020 Golden Rain Foundation
Budget Comparison - GRF
08/31/2017

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P.O. Box 2069
Seal Beach CA 90740

Aug Actuals	Aug Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Stock Transfer								
29,955	23,440	(6,515)	6100000 33	Salaries & Wages - Mutual Admin	189,175	177,330	(11,845)	264,976
2,391	1,741	(650)	6140000 33	Employment Taxes - Mutual Admin	15,909	15,566	(343)	22,078
259	280	21	6142000 33	Workers' Compensation - Mutual Admin	1,660	2,240	580	2,618
1,806	1,381	(425)	6143000 33	Group Insurance - Medical - Mutual Admin	14,445	11,048	(3,397)	16,572
80	60	(20)	6143300 33	Group Insurance - Dental - Mutual Admin	461	480	19	720
44	52	8	6143500 33	Group Insurance - Vision - Mutual Admin	317	416	99	624
457	531	74	6144000 33	401(k) Match - Mutual Admin	2,752	4,018	1,266	6,004
91	100	9	6145000 33	Group Insurance - Life - Mutual Admin	700	800	100	1,200
78	117	39	6146000 33	Long Term Disability Insurance - Mutual	613	936	323	1,404
0	0	0	6211000 33	Continuing Education - Mutual Admin	54	400	346	600
0	0	0	6214000 33	Meals & Special Events - Stock Transfer	54	0	(54)	0
2,096	250	(1,846)	6410000 33	Office Supplies - Mutual Admin	4,531	2,025	(2,506)	3,025
0	0	0	6410010 33	Hospitality - Mutual Admin	171	300	129	500
382	0	(382)	6410015 33	Computer Supplies - Mutual Admin	382	500	118	1,035
392	760	368	6410030 33	Printer / Copier Supplies - Mutual Admin	5,008	6,520	1,512	10,000
19,954	0	(19,954)	6410032 33	Photo ID Printing - Mutual Admin	25,949	0	(25,949)	0
350	0	(350)	6410033 33	Guest Pass Printing - Mutual Admin	750	2,000	1,250	15,000
3,094	2,361	(733)	6434115 33	Legal Fees - Trust Review - Mutual Admin	20,213	18,881	(1,332)	28,325
0	38	38	6435100 33	Bank Service Fees - Mutual Admin	279	304	25	456
657	730	73	6444000 33	Equipment Rental - Mutual Admin	6,280	5,810	(470)	9,761
0	0	0	6472000 33	Equipment Repair & Maintenance - Mutual	195	750	555	1,000
625	1,500	875	6478000 33	Service Contracts - Mutual Admin	8,787	12,000	3,213	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	59,977	63,070	3,093	63,070
0	0	0	6483201 33	Mailouts - Periodic - Mutual Admin	0	250	250	250
0	0	0	6484000 33	Permits & Licenses - Mutual Admin	109	100	(9)	100
0	3,000	3,000	6484500 33	Postage - Mutual Admin	14,999	24,000	9,001	36,000
62,712	36,341	(26,371)		Total Expenses	373,769	349,744	(24,025)	504,208
Other Cost Recovery								
28,000	14,750	13,250	5345000 33	Certificate Preparation Fee - Escrow - M	170,500	124,200	46,300	194,150
4,750	3,400	1,350	5345001 33	Certificate Preparation Fee - Non-Escrow	35,250	29,900	5,350	43,950
730	1,739	(1,009)	5380330 33	Guest Pass Income - Mutual Admin	14,765	32,492	(17,727)	39,445
571	300	271	5380331 33	Copy Fee Income - Mutual Admin	4,868	2,400	2,468	3,600
3,075	3,531	(456)	5380332 33	Trust Processing Fee - Mutual Admin	21,275	28,254	(6,979)	42,375
160	237	(77)	5380333 33	Member ID Card Income - Mutual Admin.	1,120	1,896	(776)	2,845
195	83	112	5380334 33	Map Sales Income - Mutual Admin.	530	668	(138)	1,000
550	208	342	5380335 33	Realtor's Service Pass - Mutual Admin.	3,330	1,668	1,662	2,500
641	282	359	5385000 33	Other Income - Mutual Admin	4,946	2,256	2,690	3,380
38,672	24,530	14,142		Total Other Cost Recovery	256,584	223,734	32,850	333,245

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1020 Golden Rain Foundation
Budget Comparison - GRF
08/31/2017

P.O. Box 2069
Seal Beach CA 90740

Aug Actuals	Aug 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	113,976	113,976	0	170,963
52,919	38,777	14,142		Total Cost Recovery	370,560	337,710	32,850	504,208
				Off Budget Items				
(9,793)	2,436	(12,229)		Net Income / (Expense)	(3,208)	(12,034)	8,826	0