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## Mutual Administration Committee

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### **Agenda**

Conference Room B

Tuesday, February 14, 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:  
Randy Ankeny, Executive Director  
Jodi Hopkins, Mutual Administration Director  
Courtney Knapp, Stock Transfer Supervisor  
Ruben Gonzalez, Facilities Manager  
Deanna Bennett, Recording Secretary
  - b. Rules of Order
  - c. Chair's Report
4. Approval of Minutes
  - a. Minutes of January 10, 2017 (pp. 1-4)
5. Shareholder/Member Comments – Agenda Items Only  
(Limited to 3 minutes per person)
6. Correspondence
  - a. N/A
7. Reports
  - a. Facilities Manager's Report (handout)
8. Unfinished Business
  - a. Update of Attorney Review of Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802- 33, Qualified Permanent Resident Agreement; and 1804-33, Request for Additional Occupant Entry Update

- b. Policy Reorganization Sub-committee Update
  - c. Production of New Buyer Video Sub-committee and Sub-committee Members Update
- 9. New Business
  - a. Amend Bereavement Booklet (pp. 5-25)
- 10. Policies
  - a. Review 2115-33 Distribution Business Services (pp. 26-27)
  - b. Rescind 2710-33 Eligibility Criteria-Emergency Needs (p. 28)
  - c. Amend 1023-33 Pet Ownership Rules-GRF (pp. 29-33)
  - d. Rescind 1023.1-33 Regulation for Pet Ownership-GRF (p. 34-37)
- 11. Staff Reports
  - a. Mutual Administration Director Jodi Hopkins, Cost Center MAC (pp. 38-39)
  - b. Stock Transfer Supervisor Courtney Knapp, Cost Center 33 (pp. 40-50)
  - 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, March 14, 2017**



## **MUTUAL ADMINISTRATION COMMITTEE MINUTES**

Administration Conference Room B

Tuesday, January 10, 2017

1:00 PM

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

The meeting of the Mutual Administration Committee was called to order by Chair Rapp at 1:00 p.m., on Tuesday, January 10, 2017, in Conference Room B. Mrs. Reed led the Committee in the Pledge of Allegiance.

### **ROLL CALL**

Present:	Ms. K. Rapp, Chair	Mr. B. Lukoff
	Mrs. C. Damoci, Ex-Officio	Mr. P. Moore
	Mrs. M. Greer	Mrs. J. Reed
	Ms. S. Hopewell	Ms. P. Snowden
Staff and	Mr. R. Ankeny, Executive Director	
Guests:	Ms. J. Hopkins, Mutual Administration Director	
	Mr. R. Gonzalez, Facilities Manager	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. L. Stone, GRF Representative, Mutual Three	
	Mr. P. Hood, GRF Representative, Mutual	
	Mrs. H. Tran, GRF Representative, Mutual Fifteen	
	Fifteen 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 Carole Damoci, Executive Director Randy Ankeny, Facilities Manager Ruben Gonzalez, and Recording Secretary Deanna Bennett. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

## **MINUTES**

The Chair declared the regular meeting minutes of December 13, 2016, approved, as corrected.

## **SHAREHOLDER COMMENTS**

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

## **CORRESPONDENCE**

No correspondence was received by the Committee.

## **STAFF REPORTS**

The Community Facilities Manager presented the open SRO Report.

## **UNFINISHED BUSINESS**

Update of Attorney Review of Policies 1400-33, Co-Occupants and Qualified Permanent Residents; 1801-33, Qualified Permanent Resident & Co-Occupant Agreements; 1802-33, Qualified Permanent Resident Agreement; and 1804-33, Request for Additional Occupant Entry Update

The Committee and Executive Director discussed the review of Stock Transfer Office documents by corporate counsel, development of definitions, and the notice to intent to withdraw document.

### **Policy Reorganization Sub-committee Update**

The recently established Policy Reorganization Sub-committee members Paula Snowden (Chair), Betty Coven, Margaret Gillon, and Susan Hopewell will meet immediately after this meeting to begin work on reorganizing the Mutual 7000 Series.

### **Production of New Buyer Video Sub-committee and Sub-committee members.**

Mrs. Tran, Chair of the Production of New Buyer Video Sub-committee, provided background on the existing new buyer video. The Sub-committee met on January 9, 2017, and determined that the target audience will be real estate brokers, new buyers and current residents and discussed producing separate videos for each audience. The sub-committee will meet twice a month. The Video Producers Club, the Korean American Association, and Ruben Collazo and Pete Hayes as advisors, are also participating.



### **STAFF REPORTS**

The Mutual Administration Director presented her reports.

The Stock Transfer Supervisor presented the budget variance reports.

The Executive Director provided his report.

### **PRESIDENTS COMMENTS**

The President spoke on the budget and parking violation citations

### **MEMBER COMMENTS**

No shareholder/members spoke items related to the purview of the Committee.

### **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 and participating in the meeting. The next scheduled meeting of the Mutual Administration Committee will Tuesday, February 14, 2017.

### **ADJOURNMENT**

The Chair adjourned the meeting at 1:58 p.m.

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Ms. K. Rapp, Chair  
Mutual Administration  
dfb/01.10.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION  
COMMITTEE MEETING ON JANUARY 10, 2017**

**ACTIONS:**

- Chair Rapp declared the minutes of the regular meeting of December 13, 2016, approved, as corrected.



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** MUTUAL ADMINISTRATION COMMITTEE  
**FROM:** RECORDING SECRETARY  
**SUBJECT:** BEREAVEMENT WORKBOOK  
**DATE:** FEBRUARY 6, 2017  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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It is recommended that the Mutual Administration Committee amend the Bereavement Workbook, for approval by the Golden Rain Foundation (GRF) Board of Directors (BOD), at the February 28, 2017 meeting. Upon GRF BOD approval, the Bereavement Workbook will be distributed to shareholder/members.

The specific amendments recommended are on page 9, first topic: Contact On-Site Sales Office at 562-598-1388 and page 10, 1.: Call On-Site Sales Office at 562-598-1388.

I move to amend the Bereavement Workbook and recommend the GRF BOD approve.



Golden Rain Foundation

# Bereavement Work Book

For Shareholders and Family Members



Presented by:  
**GRF Seal Beach, California**

Printed: January 16, 2017





*Dear Leisure World Shareholder/Member,*

*This packet was compiled and presented to you as a courtesy to our shareholders/members. You will find important information to assist you and your family members when the need arises. This packet is meant to serve as a guide to help you navigate through a difficult time.*

*As we have tried to cover as many items and topics as possible, keep in mind that they may not all apply to your specific situation.*

*Please feel free to use this Bereavement Packet as a resource and in any way you may find helpful.*

*Kind Regards,*

*Golden Rain Foundation*

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## Choosing an Attorney to Help with the Estate...

Asking these questions can help you find someone qualified to guide you in your role as the executor of an estate.

- Have they practiced estate planning law for at least five years?
- Do they devote at least 75% of their practice to estate planning?
- Have they attained state bar certification in estate planning?
- Do they carry adequate professional liability insurance?
- Do they offer a free initial consultation?
- Do they make it clear up front how they will charge you for their services?



## WHAT TO DO IF YOU ARE THE EXECUTOR...

As executor, you serve as the voice of the deceased. You don't need to be a financial or legal expert, but you do have a fiduciary duty to act with good faith and honesty on behalf of the deceased.

### WITHIN THE FIRST NINE MONTHS

- Review important documents
- Determine the need for probate
- Apply for a tax I.D.
- Consider opening an estate account
- Initiate probate proceedings, if required
- Financially manage the estate
- Submit estate tax returns

**Review important documents.** If you're not the surviving spouse, start by meeting with him or her and reviewing the deceased's important documents.

**Determine the need for probate.** This is the legal process of settling a person's estate, and it could have a significant impact on costs and timing. Deciding about probate is a task best handled with the advice of an estate planning specialist or attorney.

**Apply for a tax I.D.** Probate estates and trusts are separate legal entities from the deceased. To ensure they are properly accounted for, you'll need an Employer Identification Number (EIN) from the IRS. You may apply online at [www.irs.gov](http://www.irs.gov).

**Consider opening an estate account.** This is an account for handling estate transactions, paying bills and receiving income.

**Initiate probate proceedings.** If required, file a petition with the court to admit the will into probate.

**Financially manage the estate.** At the end of the probate process, you will need to provide a final accounting of the estate to the probate court, so you must keep a detailed record of important dates, income and expenses. You will need to **take an accurate inventory of the estate's assets and obligations.**

**Submit estate tax returns.** Estate tax returns are due nine months after the death, although exceptions may be available.

### AFTER PROBATE

Make sure to...

- Change titling of assets
- Distribute assets to heirs



# DEATH "OUTSIDE" THE UNIT

## CHECK LIST

✓	TOPIC	NOTES
	Call Hospice if under their care	
	Deceased transport	Funeral home, cremation service
	Call family or friends	For support
	Call Mutual President	9:00 a.m. – 9:00 p.m.
	Caregiver (Part-Time & Full-Time) – may be asked to leave immediately.	See Policy 7557.1 - 7557.17
	Resident Caregiver – may have up to 90 days to vacate the unit.	See Policy 7557.1 - 7557.17
	Co-Occupant/Permanent Resident may have 90 days to vacate the unit	Policy 1801-33
	Relatives may not be allowed to remain in the unit	Contact Mutual President (Phone number in Laundry Room)
	The deceased shareholder ID card needs to be returned to Stock Transfer	562-431-6586, Ext. 347
	Locate Stock and Membership certificates	See examples on Page 11
	Locate Trust documents.	A Will does not grant any rights of access into the unit.
	Notify Stock Transfer	562-431-6586, Ext. 347
	Inheritor Service Passes	Stock Transfer/Mutual Decision
	Grief support groups	Member Resource & Assistance Liaison or GRF News (Pg. 20)



# DEATH "INSIDE" THE UNIT

## CHECK LIST

✓	TOPIC	NOTES
	Call 911 – Security is automatically notified. Paramedics will contact Seal Beach Police Dept., if necessary	
	Call Hospice if under care	Follow Care Instructions
	Deceased Transport – Call Security to arrange entry at front gate: 562-594-4754.	Funeral Home or Cremation Service.
	Call Family and Friends	For Support
	Call Mutual President	9:00 a.m. – 9:00 p.m.
	Caregiver (Part-Time & Full-Time) - maybe asked to leave immediately.	See Policy 7557.1 - 7557.17
	Resident Caregiver may have up to 90 days to vacate the unit.	See Policy 7557.1 - 7557.17
	Co-Occupant/Permanent Resident may have 90 days to vacate the unit	Policy 1801-33
	Relatives may not be allowed to remain in the unit	Contact Mutual President
	The deceased shareholder ID card needs to be returned to the Stock Transfer Office	562-431-6586, Ext. 347
	Locate Stock and Membership certificates	See examples on Page 12
	Locate Trust documents.	A Will does not grant any rights of access into the unit.
	Notify Stock Transfer	562-431-6586, Ext. 347
	Inheritor Service Passes	Stock Transfer/Mutual Decision
	Grief Support Groups	Member Resource & Assistance Liaison or GRF News (Pg. 20)

# MAKING ARRANGEMENTS

## CHECK LIST

✓	TOPIC	NOTES
	Relatives may not be allowed to remain in the unit	Contact Stock Transfer Office
	Contact Funeral or Cremation Service	
	Contact Preferred Religious Representative	
	Determine Location of Services/Memorial – Availability at church or Synagogue. Call Recreation for reservations.	562-431-6586, Ext. 398
	Newspaper Obituary and Service Notification	See pages 13 and 14
	Printed Memorial Service Program	Use a funeral or cremation service, religious organization or quick print service
	Flowers / Guest Book	Florist
	Food	Catering
	Music or Vocal Accompaniment	Contact Religious Organization
	Notify Security of date, time, location and names of expected guests	Security – 562-594-4754



# FOLLOWING DEATH OF SHAREHOLDER

## FAMILY LIST

✓	TOPIC	NOTES
	Beneficiaries'/Heirs' Intent for Unit	Contact Mutual President and Stock Transfer office
	Pet Needs	Call friends, neighbors, pet boarding home or Seal Beach Animal Shelter, 562-430-4993
	<b>DO NOT</b> turn off electricity. Continue to pay SC Edison bills	Smoke alarm is hardwired to the electricity
	Clean out refrigerator and freezer	Leave doors opened when done
	Appliances may be owned by the Mutual	Confirm with Mutual President
	Ordering of Death Certificates (Minimum suggested copies – 15)	From Mortuary or Cremation Service. More expensive to order later
	Locate Stock and Membership Certificates	See samples on Pg. 11
	Locate Trust Documents	Attorney contact information
	Locate Will	A Will does not grant rights-of-access to unit
	Notify Social Security	Call 800-772-1213 (See Back Cover)
	You <b>MUST</b> continue to make monthly assessment payments	Call Finance Department at 562-472-1330
	HO6 Insurance	You must continue making payments.
	Banking	Safe deposit box. Cancel all automatic payments and/or transfers
	Cancel medical alert service	
	Cable Service	Cancel service and return box and modem.
	Car, golf car, RV and all vehicle disposal	Notify DMV. Death certificate required.
	Mail and Subscriptions	Notify USPS, cancel all subscriptions and update mailing address with Stock Transfer Dept.
	Items labeled <b>Golden Age Foundation</b>	These are borrowed and need to be returned. See enclosed directory
	Medication Disposal	Contact pharmacy or see attached directory
	Eyeglasses	See Back Cover
	Notify RV Club and/or Mini-Farms	See Back Cover
	Telephone Directory	See Back Cover
	Non-Resident/Co-Owner	To sell unit or qualify
	Beneficiaries/Heirs	To sell unit or qualify



# GETTING UNIT READY TO SELL

## CHECK LIST

✓	TOPIC	NOTES
	Contact On-Site Sales Office at 562-598-1388	Select a Realtor
	Copy of Trust or Death Certificate & Original Stock and Membership Certificates	See examples on Pg. 11
	Review the Inspector's pre-listing report	Call inspector for clarification at 562-431-6586, Ext. 353
	Appliances may be owned by the Mutual	Contact Mutual President for clarification.
	<b>DO NOT</b> turn off electricity. Continue to pay SC Edison bills	Must remain on for smoke alarms.
	Clean out carport storage; may have additional carport(s) leased	Contact Stock Transfer Office or Mutual President
	No vehicle may be parked in the carport without current GRF and DMV registrations	Contact Mutual President for details
	Disposal of items	Y-Service Club; Community Church, thrift stores
	Mutual trash bins	These are for small, daily trash only; boxes must be placed into recycle bin only when broken down flat.
	Electronic waste (TV, DVR, computer, monitors, earphones, lamps)	Electronic item dumpster is on west side of Maintenance yard. See page 17.
	Hazardous waste (paint, cleaning supplies, oils, grease, solvents)	17121 Nichols St, Huntington Beach 92647 (Back Cover)
	Mini-farms (1.8 gardens) dumpsters	Available for larger items.
	Have an estate or porch sale	Contact Mutual President; see News for estate sale professionals*
	If you need to, hire an approved contractor	Contact Physical Properties office: 562-431-6586 Ext. 352

\* Pick up estate sale application in the Stock Transfer Office



## QUALIFIED SELLER'S INSTRUCTIONS IN ORDER TO SELL A UNIT

### **Qualified Sellers**

Surviving Senior Member

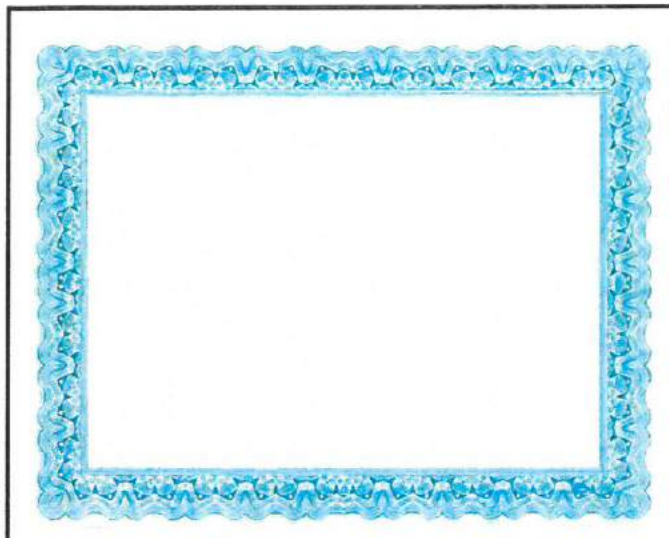
Non-Resident/Co-Owner

Successor Trustee

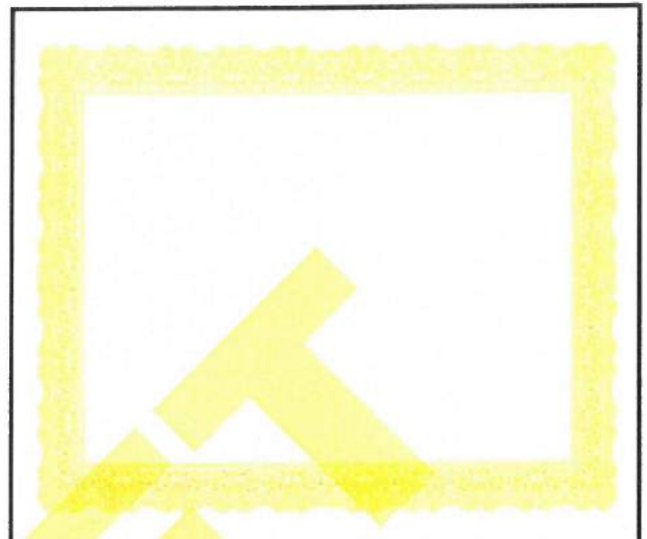
Court-appointed Executor/Administrator of the Estate

1. Call the On-Site Sales Office at 562-598-1388. The agent will initiate the "Notice of Intention to Withdraw" to begin this process.
2. Documents required in order to sell unit:
  - a. Certified Copy of Death Certificates (if any)
  - b. Copy of FRONT and BACK of the Stock Certificates
  - c. Copy of the Trust (if any)
  - d. Copy of Court Order (if any)
3. In the event there is a Trust, an additional fee will be required and made payable to the Golden Rain Foundation. The Trust and all of the documents listed above would then be forwarded to the Foundation's Attorney for Trust Review.
4. The following documents will need to be signed by the Seller and returned to the selected Escrow Officer:
  - a. Notice of Intent to Withdraw
  - b. Pre-Listing Inspection (Escrow Clerk in Physical Property Dept.)
  - c. Escape Tax Notice (if original Seller is deceased)
  - d. Parent-Child Transfer of Property Form (Orange County Prop 58) - if the property is being sold by a son or daughter.  
(<http://ocgov.com/gov/assessor/forms/>)
5. Original documents, along with the key will need to be returned to the selected Escrow Company for further processing.
6. All required fees will be explained to the Seller by the selected Escrow Company.
7. The pre-authorized Escrow Officer will guide the Seller through the process of selling the unit.

## PHOTOS FOR BEREAVEMENT PACKET



Stock Certificate



Membership Certificate

## GOLDEN AGE LABELS



Golden Age Foundation  
Walker



Golden Age Foundation  
Wheelchair & Transporter



## CERTIFICATE FOLDER & LIBRARY LABELS

### GOLDEN RAIN FOUNDATION OWNERSHIP CERTIFICATES

*\* Note that certificates were previously distributed in blue envelopes with black text*

Golden Rain Foundation Library



003827

**Golden Rain Foundation  
Sticker**

- Library

**LEISURE WORLD LIBRARY**

**GOLDEN RAIN FOUNDATION**

**P.O. BOX 2069**

**SEAL BEACH, CA 90740**

**Leisure World Seal Beach  
Sticker**

- Library

**ADMINISTRATION****NEWSPAPER SERVICES****Obituaries**

Space in the Golden Rain *NEWS* (*NEWS*) is available in five formats for obituaries of shareholder/members and former shareholder/members.

- An "In Memoriam" column is available free of charge. Limited to name, mutual number and date of death.
- An obituary with or without photo is available free of charge for the first 250 words. Additional words will be charged at the rate of 20¢ per word. Notices written by the news staff will be free and no more than 250 words.
- Notices from mortuaries and non-GRF members will be printed exactly as submitted and charged at the non-member classified advertising rate, \$10.45 for the first 12 words and 20¢ for each additional word.

Bordered, decorative obituaries, eulogies and photos are available at the prevailing display advertising rate.

- A "Card of Thanks" section is available in the classified advertising section of the *NEWS* at the member classified advertising rate for persons wanting to express their thanks for help during bereavement, sickness, etc. at the prevailing display advertising rate.
- Obituaries may be published as news articles when the person has been a member of the Golden Rain Foundation (GRF) Board of Directors or when, in the opinion of the Publications Manager, the passing of a person is newsworthy to a sufficiently large number of GRF shareholder/members.

**Policy**

Adopted: 20 Feb 73  
 Amended: 20 May 75  
 Amended: 19 Jun 84  
 Amended: 16 Sep 86  
 Amended: 21 Sep 93  
 Amended: 15 Sep 09  
 Amended: 23 Jul 13  
 Amended: 26 Jan 16

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

(July 2013)



## Obituary Publication Notice

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

☐ Past or present GRF board member

Served: \_\_\_\_\_ to \_\_\_\_\_

Mutual # \_\_\_\_\_

☐ Past or present Mutual board member

Served: \_\_\_\_\_ to \_\_\_\_\_

Mutual # \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Death: \_\_\_\_\_ Age: \_\_\_\_\_

LW Residence: Mutual No. : \_\_\_\_\_ Year moved to LW: \_\_\_\_\_

Residence at time of death: \_\_\_\_\_

Parents Names: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Date Married : \_\_\_\_\_ Where: \_\_\_\_\_

If Deceased, Date of Death: \_\_\_\_\_

Residence prior to LW: \_\_\_\_\_

Occupation: \_\_\_\_\_

Leisure World Involvements: \_\_\_\_\_

Personal Notes: \_\_\_\_\_

Survivors: \_\_\_\_\_

### Services

Directed By: \_\_\_\_\_ Officiated by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Burial: \_\_\_\_\_

☐ Additional information on back or attached

LW News (562) 430-0534 • Obituary Editor (562) 472-1276 • Fax (562) 598-1617 • cathiem\_news@lwsb.com

# PLANNING AHEAD

## CHECK LIST

✓	TOPIC	NOTES
	Know where your stock and membership certificates are located	
	Copy of Marriage Certificate(s) or Divorce Decree(s)	For surviving spouse or family
	File of Life	List all medical contacts
	Credit cards	List Company, Account numbers, phone numbers, email and passwords
	Insurance policies	List Company, Account numbers, phone numbers, email and passwords
	Pension or annuity information	List Company, Account numbers, phone numbers, email and passwords
	Financial advisor	List current portfolio and contact info
	Trust planning	
	Identify resources for placement of pets	
	Ensure a responsible party has an annual pass	
	Caregiver (Part-Time & Full-Time) – may be asked to leave immediately	See Policy 7557.1 - 7557.17
	Resident Caregiver – may have up to 90 days to vacate the unit.	See Policy 7557.1 - 7557.17
	Co-Occupant/Permanent Resident may have 90 days to vacate unit.	See Policy 1801-33
	Friends and people to notify	Name, phone, email, address
	List additional carport or storage locations	Contact information
	List RV or mini-farms (1.8 gardens) locations	If applicable
	Talk with family and friends about your preferences or plans	Share with family where your documents are located and make a list.
	Pre-planned burial or cremation arrangements	List contact information





# Is Your LW Telephone Directory Listing Out of Date?



## Does It Need Changes?

If you want it added, deleted or changed in any way in the next directory, you must tell us! If you don't, it will be the same as the current directory. This applies if you have moved within LW and want a new address or phone number listed. All listings that clear escrow are removed annually.

Take this form to the News office or drop it in any white GRF drop box. Changes may be e-mailed to [classified\\_news@lwsb.com](mailto:classified_news@lwsb.com). Include last name, first name, address, unit number and phone number.

Leisure World News  
P.O. Box 2338  
Seal Beach, CA  
90740

Date: \_\_\_\_\_

Be sure to ☒ one of these boxes

- ☐ **REMOVE** my listing in the Leisure World Telephone Directory.
- ☐ I/we WANT to be listed in the Seal Beach Leisure World telephone directory EXACTLY AS BELOW (print last name first, upper and lower case).

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_



## IT'S AGAINST THE LAW...



To place these items into either the **GREEN** or the **WHITE** Regular Waste Containers:

- Electronic Waste\*
- Smoke Detectors
- Household Batteries\*
- Paint Cans & All Paint Products
- Sharps
- Pesticides & Herbicides
- Auto Products
- Fluorescent/Light Bulbs\*



### HOUSEHOLD HAZARDOUS WASTE

The law prohibits putting any hazardous liquids or hazardous waste materials in your regular waste containers. These waste items **MUST** be handled separately and taken to a **Hazardous Waste Collection Center**. Closest centers are: Rainbow Disposal, 714-847-3581 or the O.C. Integrated Waste Management Dept. 714-834-6752.



### E-WASTE, HOUSEHOLD BATTERIES & LIGHTING

Instructions for proper disposing of the following items:

- **E-Waste** Service Maintenance Dept. 562-431-6586, x369
- **Household Batteries** Service Maintenance Dept. 562-431-6586, x369 or News Office
- **Fluorescent/Light Bulbs** Service Maintenance Dept. or Purchasing Office



### LARGE ITEMS

Furniture, mattresses, water closets and other large items must be taken to the North-West corner of Leisure World. Travel North on Oak Hills Road, turn **RIGHT** into the Mini-Farm area. Please use the Resident Recycling Containers.

**PLEASE NOTE:** An assessment of \$30 per item will be brought against an individual or Mutual for leaving these items in or around bin areas. If you are not sure or have questions regarding proper disposal of these items, please ask your Building Captain or Mutual Director for clarification.





## GUIDE TO RECYCLING...



### SEPARATING RECYCLE PRODUCTS FROM TRASH

CALMET (the waste collection agency serving Leisure World) has provided a S.O.R.T. (Saving Our Resources Together) Guide for the disposal of products from the home. Plastic bags **CANNOT** be recycled. Please be sure to place recyclables from plastic bags into **WHITE** bin and place plastic bags into the **GREEN** trash bin.



## RECYCLABLES

### GLASS

- Clear
- Brown
- Green
- Liquor
- Soft Drink
- Juice & Food Jars



### METAL

- Aluminum Foil
- Aerosol Cans (Empty)
- Food Cans & Lids
- Wire Coat Hangers
- Soda & Juice Cans



### PLASTIC

- Milk Jugs
- Soda, Juice & Water
- Soap Bottles
- Containers with Numbers 1-7



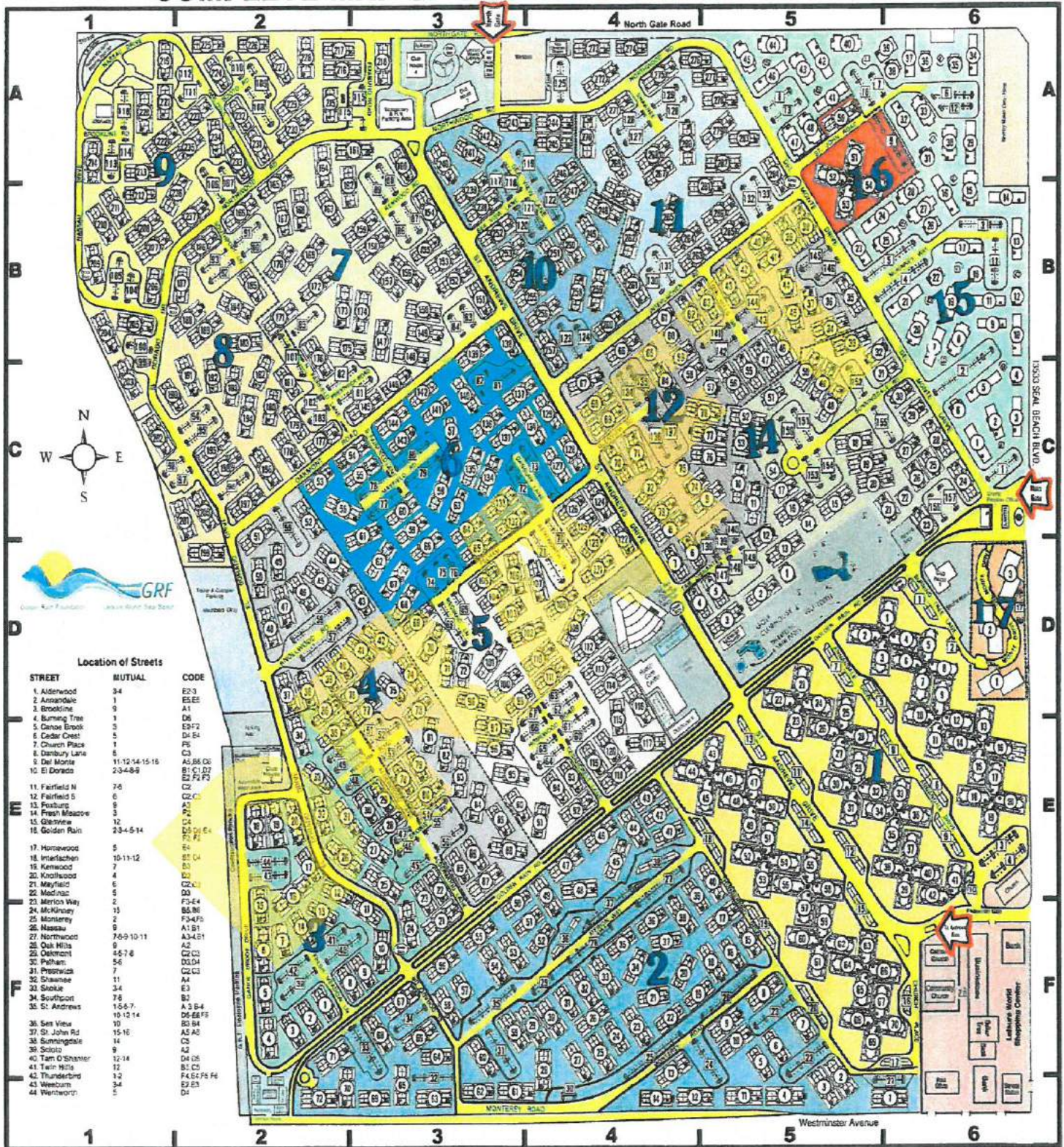
### PAPER

- Newspaper
- Junk Mail & Magazines
- Envelopes & Paper
- Wrapping Paper (non-metallic)
- Cereal Boxes
- Egg Cartons
- Paper Shopping Bags
- Phone Books
- Cardboard Boxes (flattened)
- Juice Drink Boxes





# COMPLETE MAP OF SEAL BEACH LEISURE WORLD





# INFORMATIONAL DIRECTORY

## IMPORTANT PHONE NUMBERS, WEBSITES AND ADDRESSES

Golden Rain Foundation	Phone	Ext.
Accounting	562-472-1330	
Administration	562-431-6586	310
Building Inspector	562-431-6586	353
Escrow Clerk (Physical Property Dept.)	562-431-6586	353
Golden Age Foundation	562-431-9589	
Library	562-598-2431	
Member Resource & Assistance Liaison	562-431-6586	317
Mini-Farm	562-431-7080*	
Mutual Administration	562-431-6586	313
News Office	562-430-0534	
Obituary Editor	562-472-1276	
Physical Property Dept.	562-431-6586	352
RV Club	562-596-5934	
Security Office	562-594-4754	
Stock Transfer Office	562-431-6586	347

Other Agencies	Phone / Website
Eyeglasses Disposal	<a href="http://www.sealbeachlions.org">www.sealbeachlions.org</a>
Hazardous Waste	17121 Nichols St., Huntington Beach 92647
Hazardous Waste Website	<a href="http://www.oclandfills.com/hazardous">www.oclandfills.com/hazardous</a>
I.R.S.	<a href="http://www.irs.gov">www.irs.gov</a>
Medication Disposal	<a href="http://www.deadiversion.usdoj.gov">www.deadiversion.usdoj.gov</a>
O.C. Assessor's Office (Prop 58)	<a href="http://ocgov.com/gov/assessor/forms/">http://ocgov.com/gov/assessor/forms/</a>
Seal Beach Animal Shelter	562-430-4993
Social Security	800-772-1213
Social Security Website	<a href="http://www.socialsecurity.gov">www.socialsecurity.gov</a>

**ADMINISTRATION****MUTUAL ADMINISTRATION****Distribution Business Services**

Photocopying and other business services are available in the Distribution Office for Foundation members and Mutual corporations during operating hours.

<b><u>Type of Copies</u></b>	<b><u>Type of Paper</u></b>	<b><u>Cost</u></b>
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See attached list of prices.

<b><u>Other Services</u></b>	<b><u>Cost</u></b>
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Stapled copies	no charge
Folding	\$2 flat fee

The photocopying of books is not permitted. The photocopying of copyrighted material is not permitted. Examples of copyrighted material include: newspapers, magazines, photos, and sheet music. The photocopying of materials is at owner's risk.

Payments will be collected at the Distribution Office. Acceptable forms of payment are cash and checks made out to Golden Rain Foundation.

There is a 500 page limit for black & white copies.

There is a 250 page limit for color copies. Payment for color copies will be collected at the Distribution Office and copies will be made by Foundation personnel in the Administration copy room when time permits.

**Mutual Corporation Copy Service**

The Mutual corporations carry accounts with the GRF Finance Department and may make copies in the Distribution Office without making immediate payment. A log of charges will be forwarded monthly to the Finance Department and will include the name of the director who requested the copies, the date, number of pages, copy charges, and a copy of the document that was duplicated.

The Finance Department will bill the Mutuals quarterly.

Community organizations and clubs are not permitted to carry accounts for copy service, with the exception of the Golden Age Foundation.



**ADMINISTRATION**

**MUTUAL ADMINISTRATION**

**Distribution Business Services**

**Policy**

Adopted: 19 Dec 2014

Amended: 27 Oct 2015

**GOLDEN RAIN FOUNDATION**

**Seal Beach, California**

**ADMINISTRATION****RESALES SERVICES****RESCIND****Financial Eligibility Criteria – Emergency Needs**

The financial ability portion of the eligibility criteria is established by the Mutual Corporations in Policy 7510 for the purpose of computing Paragraph B (2) (b) "emergency funds" will be as follows:

1. The verified assets will first be reduced by the cost of the share of stock being purchased.
2. In the event the verified income is less than the minimum in Paragraph B (2) (a), the amount necessary to bring that income up to the minimum will also be subtracted from the verified assets before the amount available for emergency needs is ascertained.
3. The minimum that could satisfy the emergency needs section of the criteria would be computed on a per sale basis as follows:

<u>Age</u>	<u>(E)</u>	<u>Minimum Amount</u>
55	23.5	\$ 25,000+
60	19.7	\$ 20,000+
70	13.1	\$15/20,000+
80	8.1	\$10/15,000+
90	4.6	\$ 5/10,000+

**Regulation**

Approved: 28 Mar 73  
Revised: 15 May 85

**Executive Director**  
**Golden Rain Foundation**

(May 85)



COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## AMEND

Pet Ownership Rules - Golden Rain Foundation

The State of California has adopted, effective January 1, 2001, California Civil Code §1360.5 related to pet ownership. This section affects pet ownership within Leisure World, Seal Beach. The Golden Rain Foundation (GRF) is not the owner of any property subject to a separate interest. ~~The Mutual Corporation areas in Leisure World are common interest developments and affect the Golden Rain Foundation as to community and common facilities.~~ It is not within the province of the Golden Rain Foundation GRF to permit or forbid pets within Leisure World, Seal Beach. These rules and regulations relate to all of the common areas ~~ss~~ facilities of the Golden Rain Foundation GRF, under and pursuant to its control and as part of the Trust for the community facilities.

1. ~~Members of Leisure World, Seal Beach, who own pets pursuant to rules and regulations promulgated by the Mutual Corporations, are forbidden to permit said pets on buses and common areas in community facilities under the administration of the Golden Rain Foundation, including, but not limited to, the following: administrative offices, clubhouses, amphitheater, golf course, swimming pool, or health care center. While traversing over the streets or sidewalks or any common area of the Golden Rain Foundation GRF Trust areas~~ ~~property~~, the pet must be on a leash not longer than six feet and under the control of, and accompanied by, the pet owner and/or responsible adult at all times and the pet owner and/or responsible adult must have in evidence and in plain view, at all times, a plastic bag and/or a poop scoop device for the purpose of immediately removing any defecated material that may be purged from the animal while walking.
2. ~~The Mutual Corporations adopting regulations concerning pets provide for administrative registration of pets and service animals, and the Golden Rain Foundation shall promulgate a Registration Form which shall include an agreement by the pet owner to be bound by the rules and regulations concerning ownership of a pet and/or social, companion, emotional support and/or service animal.~~
3. ~~All pet owners shall display a decal on or near the entrance door of the apartment advising there is a pet on the premises.~~

~~Members who purchase a membership and right of occupancy at Leisure World, subsequent to January 1, 2001, shall be required to execute an agreement stating they agree not to have a pet of any kind in their dwelling unit or premises, unless they have~~  
(Apr 11)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## AMEND

Pet Ownership Rules - Golden Rain Foundation

~~agreed to the rules and regulations promulgated by the Mutual Corporation and the Golden Rain Foundation for having a pet on the premises of Leisure World, Seal Beach.~~

2. All pets, SA and ESA must be duly registered with Stock Transfer.
3. Owner is responsible for damages or injury caused by the pet, SA and/or ESA.
4. Owner is responsible for ensuring the pet, SA and/or ESA does not disturb normal activities and/or functions upon Trust property.
5. Owner is responsible for compliance with any relevant city, county, and/or state ordinances and/or laws while upon Trust property.
6. If the presence, behavior or actions of the pet, SA and/or ESA constitutes an immediate risk or danger to people, other pets, SA and/or ESA or Trust property, the owner will be asked to remove the pet, SA and/or ESA from Trust property immediately.
7. Pets are not allowed:
  - Within in Trust buildings
  - 4. • on the Golf Course

(Apr 11)



**COMMUNITY OPERATIONS**

**USE OF COMMUNITY FACILITIES**

**AMEND**

**Pet Ownership Rules - Golden Rain Foundation**

**Policy**

Adopted: 16 Jan 01

Amended: 15 Oct 02

Amended: 22 Apr 11

**Amended:**

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Apr 11)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Pet Ownership Rules - Golden Rain Foundation**

The State of California has adopted, effective January 1, 2001, California Civil Code §1360.5 related to pet ownership. This section affects pet ownership within Leisure World, Seal Beach. The Golden Rain Foundation (GRF) is not the owner of any property subject to a separate interest. It is not within the province of the GRF to permit or forbid pets within Leisure World, Seal Beach. These rules and regulations relate to all of the common areas facilities of the GRF, under and pursuant to its control and as part of the Trust for the community facilities.

1. While traversing over the streets or sidewalks or any common area of the GRF Trust property, the pet must be on a leash not longer than six feet and under the control of, and accompanied by, the pet owner and/or responsible adult at all times and the pet owner and/or responsible adult must have in evidence and in plain view, at all times, a plastic bag and/or a poop scoop device for the purpose of immediately removing any defecated material that may be purged from the animal while walking.
2. All pets, SA and ESA must be duly registered with Stock Transfer.
3. Owner is responsible for damages or injury caused by the pet, SA and/or ESA.
4. Owner is responsible for ensuring the pet, SA and/or ESA does not disturb normal activities and/or functions upon Trust property.
5. Owner is responsible for compliance with any relevant city, county, and/or state ordinances and/or laws while upon Trust property.
6. If the presence, behavior or actions of the pet, SA and/or ESA constitutes an immediate risk or danger to people, other pets, SA and/or ESA or Trust property, the owner will be asked to remove the pet, SA and/or ESA from Trust property immediately.
7. Pets are not allowed:
  - Within in Trust buildings
  - on the Golf Course

(Apr 11)

Page 1 of 2



**COMMUNITY OPERATIONS**

**USE OF COMMUNITY FACILITIES**

**AMEND**

**Pet Ownership Rules - Golden Rain Foundation**

**Policy**

Adopted: 16 Jan 01

Amended: 15 Oct 02

Amended: 22 Apr 11

Amended:

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Apr 11)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Regulation for Pet Ownership – Golden Rain Foundation**

1. All residents bringing quadruped pets onto the Mutual premises shall register their pets with the agent for the Mutual Corporation, to wit: the Golden Rain Foundation Stock Transfer Office. The pet must be registered before it is brought onto the Mutual premises. The Pet Ownership Registration Form will include or be accompanied by:
  - a. A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals, stating that the quadruped pet has received all inoculations required by applicable state and local laws.
  - b. Information sufficient to identify the pet, and to demonstrate that it is a common household pet.
  - c. The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
2. The resident pet owner shall sign a statement on said Pet Ownership Registration Form indicating that he/she has read the rules and regulations stated on the Pet Ownership Policy and agrees to comply with them.
3. The resident pet owner shall acknowledge that the pet owner and the pet are subject to exclusion from the Mutual Corporation and the dwelling unit if there is not a compliance with the rules and registration requirements.
4. The resident pet owner shall acknowledge that failure to comply with the rules and registration shall be grounds for refusing to permit a pet to be situated in a dwelling unit of the Mutual Corporation, and continued violations may cause termination of the resident pet owner's residency.
5. The insurance carrier for the liability insurance required as to the pet, together with the address of the agent, and the amount of coverage procured shall be indicated on the Pet Ownership Registration Form. Resident pet owners shall bring a copy of

(Oct 02)



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Regulation for Pet Ownership – Golden Rain Foundation**

their insurance policy into the Stock Transfer Office and have a photocopy made of the cover page and the declaration page, which will then be placed in the pet occupancy file. Coverage amounts are outlined in Article I, Paragraph (15) of this policy.

**6. Definition of Service Animal**

- a. Americans with Disabilities Act  
Rules and Regulations regarding service animals  
28 Code of Federal Regulations (CFR) Part 36  
Sub Part A - General  
36.104 Definitions
- b. Service Animal means any certified guide dog, signal dog, or other animal individually trained to do work or perform service tasks for the benefit of an individual with a disability including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to the sound of intruders, providing minimal protection or rescue work, pulling a wheelchair, fetching dropped items, and any other service task for which the animal has been trained, and which will benefit the disabled person.
- c. The purpose of this definition is to address the issue of rights of access for all disabled persons who are accompanied by a service animal. A service animal is defined as a guide dog for the visually-impaired, a hearing dog for the hearing-impaired, or a service dog for the mobility-impaired.
  1. A guide dog is defined as a dog which has been trained or is being specially trained for, or in conjunction with, a school such as Assistance Dogs International for guide dogs to lead in harness and serve as an aid to the mobility of a particular blind person.
  2. A hearing dog is defined as a dog which has been or is being specially trained by, or in conjunction with, a school such as Assistance Dogs

(Oct 02)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Regulation for Pet Ownership – Golden Rain Foundation**

International for hearing dogs to alert a particular deaf or hearing-impaired person to certain sounds.

3. A service dog is defined as a dog which has been or is being specially trained by, or in conjunction with, a school such as Assistance Dogs International for service dogs to the individual requirements of a physically-disabled person, including, but not limited to, any of the following:
  - a. Pull wheelchair as needed;
  - b. Retrieve/carry dropped items;
  - c. Open/close doors;
  - d. Provide balance/counter balance.
- d. Each school for assistance dogs provides documents of certification, such as an identification card for the individual disabilities of the disabled person and the requirements for a service dog.
- e. Based on the aforementioned A.D.A. descriptions of a service animal, the Mutual Board of Directors hereby adopts the following certification policy in the identification process for the use of a service animal within the confines of the Seal Beach Leisure World Mutual Corporation common area properties:
  1. Each service animal owner shall be required to furnish to the Stock Transfer Agent's Office, upon request, an original "Physician's Declaration" form describing, under penalty of perjury, the requirements and the need of a service animal as defined under the Americans with Disabilities Act, Sub part A, General 36.104 Definitions. The "Physician's Declaration" form shall include a full description of the physical tasks to be performed by their trained service animal for its disabled owner. Please see blank Physician's Declaration attached.

(Oct 02)



**COMMUNITY OPERATIONS**

**USE OF COMMUNITY FACILITIES**

**RESCIND**

**Regulation for Pet Ownership – Golden Rain Foundation**

**Regulation**

Established: Oct 02

**Rescinded:**

**Executive Director**

**Golden Rain Foundation**

(Oct 02)

# Budget Variance Report - December 2016

## Dept Name - CC MAC

<u>GL Code</u>	<u>Account Description</u>		<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$	11,539.00	Favorable-due to staffing changes
6142000	Workers' Compensation	\$	6,934.00	Favorable-annual budget being greater than premiums for the year plus a refund
6143000	Group Insurance	\$	9,450.00	Favorable-Participation less than planned
6211000	Continuining Education	\$	(462.00)	Unfavorable-will be used for CAI staff training
6243100	Temporary Agency Fees	\$	(23,652.00)	Unfavorable-additional staff for bylaws/policies
6214000	Meals and Special Events	\$	1,170.00	Favorable-used at director training
6410000	Office Supplies	\$	1,411.00	Favorable-conservation efforts to reduce supplies
6410015	Computer Supplies	\$	(736.00)	Unfavorable-replacement of Laptop
6410030	Printer/Copier Supplies	\$	(1,036.00)	Unfavorable-printers need for staff
6434120	Legal/Fair Housing	\$	48,733.00	Favorable-used for legal advise
6438000	Other Professional fees	\$	5,350.00	Favorable-no other fees at this time
6483201	Mailouts-Periodic-Mut Admin	\$	(1,748.00)	Unfavorable-Orange County Council on Aging 2016 answer book new line item
64832000	Dues and Memberships and Books	\$	658.00	Favorable-awaiting renewal requests
	Total Explained Variances		<u>57,611</u>	



P.O. Box 2069  
Seal Beach CA 90740

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Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Mutual Administration								
23,823	32,270	8,447	6100000 MAC	Salaries & Wages - Mutual Admin	371,299	382,838	11,539	382,838
2,368	2,907	539	6140000 MAC	Employment Taxes - Mutual Admin	30,168	30,595	427	30,595
228	264	36	6142000 MAC	Workers' Compensation - Mutual Admin	16,399	23,333	6,934	23,333
3,059	3,359	300	6143000 MAC	Group Insurance - Medical - Mutual Admin	30,858	40,308	9,450	40,308
148	78	(70)	6143300 MAC	Group Insurance - Dental - Mutual Admin	857	936	79	936
82	48	(34)	6143500 MAC	Group Insurance - Vision - Mutual Admin	371	576	205	576
599	1,004	405	6144000 MAC	401(k) Match - Mutual Admin	9,387	11,915	2,528	11,915
133	142	9	6145000 MAC	Group Insurance - Life - Mutual Admin	1,517	1,704	187	1,704
113	165	52	6146000 MAC	Long Term Disability Insurance - Mutual	1,393	1,980	587	1,980
545	0	(545)	6211000 MAC	Continuing Education - Mutual Admin	1,662	1,200	(462)	1,200
4,104	0	(4,104)	6213100 MAC	Temporary Agency Fees - Mutual Admin	23,652	0	(23,652)	0
0	0	0	6214000 MAC	Meals & Special Events - Mutual Admin	630	1,800	1,170	1,800
0	0	0	6215000 MAC	Mileage - Mutual Admin	0	150	150	150
11	275	264	6410000 MAC	Office Supplies - Mutual Admin	1,614	3,025	1,411	3,025
0	0	0	6410010 MAC	Hospitality - Mutual Admin	218	0	(218)	0
0	0	0	6410015 MAC	Computer Supplies - Mutual Admin	1,971	1,235	(736)	1,235
0	0	0	6410030 MAC	Printer / Copier Supplies - Mutual Admin	1,036	0	(1,036)	0
0	4,166	4,166	6434120 MAC	Legal/Fair Housing - Mutual Admin	1,268	50,000	48,733	50,000
0	2,000	2,000	6438000 MAC	Other Professional Fees - Mutual Admin	4,650	10,000	5,350	10,000
0	0	0	6482000 MAC	Dues, Memberships & Books - Mutual Admin	142	800	658	800
0	0	0	6483201 MAC	Mailouts - Periodic - Mutual Admin	1,784	0	(1,784)	0
0	84	84	6951000 MAC	Non-Budgeted Exp for Committee - Mutual	0	1,000	1,000	1,000
35,213	46,762	11,549		Total Expenses	500,874	563,395	62,521	563,395
46,950	46,950	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	563,400	563,395	5	563,395
46,950	46,950	0		Total Cost Recovery	563,400	563,395	5	563,395
Off Budget Items								
11,737	188	11,549		Net Income / (Expense)	62,526	0	62,526	0

## Budget Variance Report - December 2016

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

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6142000	Workers' Compensation	2,114.00	favorable - annual budget being greater than premiums for the year, plus a refund
6410000	Office Supplies	(2,906.00)	unfavorable - more supplies needed
6410030	Printer / Copier Supplies	2,987.00	favorable - less supplies needed
6434115	Legal Fees - Trust Review	3,688.00	favorable - fewer trusts sent to attorney for review than anticipated
6478000	Service Contracts	7,526.00	favorable - reduction in 1st and 2nd quarter copy needs than anticipated
6484500	Postage	9,033.00	favorable - reduction in number of mailings
5345000	Certificate Preparation Fee - Escrow	25,400.00	favorable - increase in sales
5380330	Guest Pass Income	3,372.00	favorable - increase in pass sales
5380331	Copy Fee Income	5,154.00	favorable - increase in copy production sales
5380332	Trust Procesing Fee Income	(26,750.00)	unfavorable - decrease in number of charges for attorney reviews in 2016
Total Explained Variances		<u>29,618.00</u>	



01/10/2017  
4:00 PM

1020 Golden Rain Foundation  
Budget Comparison - GRF  
12/31/2016

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P.O. Box 2069  
Seal Beach CA 90740

Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Stock Transfer								
22,810	22,295	(515)	6100000 33	Salaries & Wages - Mutual Admin	266,224	264,497	(1,727)	264,497
2,204	2,121	(83)	6140000 33	Employment Taxes - Mutual Admin	21,733	21,824	91	21,824
70	83	13	6142000 33	Workers' Compensation - Mutual Admin	4,996	7,110	2,114	7,110
1,901	1,434	(467)	6143000 33	Group Insurance - Medical - Mutual Admin	19,671	17,208	(2,463)	17,208
68	52	(16)	6143300 33	Group Insurance - Dental - Mutual Admin	713	624	(89)	624
41	34	(7)	6143500 33	Group Insurance - Vision - Mutual Admin	447	408	(39)	408
420	449	29	6144000 33	401(k) Match - Mutual Admin	5,321	5,329	8	5,329
91	105	14	6145000 33	Group Insurance - Life - Mutual Admin	1,089	1,260	171	1,260
86	122	36	6146000 33	Long Term Disability Insurance - Mutual	1,027	1,464	437	1,464
0	0	0	6211000 33	Continuing Education - Mutual Admin	0	600	600	600
372	275	(97)	6410000 33	Office Supplies - Mutual Admin	5,931	3,025	(2,906)	3,025
5	0	(5)	6410010 33	Hospitality - Mutual Admin	266	500	234	500
91	0	(91)	6410015 33	Computer Supplies - Mutual Admin	1,247	1,035	(212)	1,035
0	0	0	6410020 33	Equipment Expense - Mutual Admin	0	100	100	100
660	1,200	540	6410030 33	Printer / Copier Supplies - Mutual Admin	7,013	10,000	2,987	10,000
12,421	13,000	579	6410033 33	Guest Pass Printing - Mutual Admin	13,088	15,000	1,912	15,000
3,575	3,000	(575)	6434115 33	Legal Fees - Trust Review - Mutual Admin	32,313	36,000	3,688	36,000
38	38	0	6435100 33	Bank Service Fees - Mutual Admin	447	456	9	456
583	626	43	6444000 33	Equipment Rental - Mutual Admin	9,878	9,761	(117)	9,761
0	0	0	6472000 33	Equipment Repair & Maintenance - Mutual	173	1,000	827	1,000
1,438	2,340	902	6478000 33	Service Contracts - Mutual Admin	11,364	18,890	7,526	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	60,824	59,537	(1,287)	59,537
0	0	0	6483201 33	Mailouts - Periodic - Mutual Admin	0	250	250	250
0	0	0	6484000 33	Permits & Licenses - Mutual Admin	177	100	(77)	100
4,974	8,000	3,026	6484500 33	Postage - Mutual Admin	26,967	36,000	9,033	36,000
51,848	55,174	3,326		Total Expenses	490,909	511,978	21,069	511,978
Other Cost Recovery								
16,450	10,000	6,450	5345000 33	Certificate Preparation Fee - Escrow - M	183,400	158,000	25,400	158,000
3,150	2,250	900	5360000 33	Certificate Preparation Fee - Non-Escrow	34,200	30,750	3,450	30,750
240	1,000	(760)	5380330 33	Guest Pass Income - Mutual Admin	23,972	20,600	3,372	20,600
1,401	300	1,101	5380331 33	Copy Fee Income - Mutual Admin	8,754	3,600	5,154	3,600
1,750	3,895	(2,145)	5380332 33	Trust Processing Fee - Mutual Admin	33,250	60,000	(26,750)	60,000
150	200	(50)	5385000 33	Other Income - Mutual Admin	3,000	2,400	600	2,400
23,141	17,645	5,496		Total Other Cost Recovery	286,576	275,350	11,226	275,350
19,719	19,719	0	5330000 33	Income / Refund from Mutuals - Mutual Ad	236,628	236,628	0	236,628
42,860	37,364	5,496		Total Cost Recovery	523,204	511,978	11,226	511,978

01/10/2017  
4:00 PM

1020 Golden Rain Foundation  
Budget Comparison - GRF  
12/31/2016

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P.O. Box 2069  
Seal Beach CA 90740

Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Off Budget Items				
(8,987)	(17,810)	8,823		Net Income / (Expense)	32,295	0	32,295	0



## Stock Transfer

### January 2017 - Monthly Reports

#### ESCROW

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	5												5
2 Two	3												3
3 Three	1												1
4 Four	4												4
5 Five	3												3
6 Six	1												1
7 Seven	4												4
8 Eight	1												1
9 Nine	2												2
10 Ten	1												1
11 Eleven	1												1
12 Twelve	3												3
14 Fourteen	1												1
15 Fifteen	5												5
16 Sixteen	0												0
17 Seventeen	0												0
<b>TOTALS:</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>35</b>

ESCROW RECAP	SALES		Percentage Comparisons	
	Sales	Prices	Sales	Prices
Total through Jan 2017	35	\$ 7,254,000.00	2017	2012 - 2016
Total through Jan 2016	30	\$ 6,465,800.00	2016	17%
Total through Jan 2015	20	\$ 4,045,900.00	2015	50%
Total through Jan 2014	17	\$ 3,506,500.00	2014	18%
Total through Jan 2013	36	\$ 4,610,000.00	2013	-53%



# Mutual Administration

## January 2017 - Monthly Reports

### LETTERS

MUTUAL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1 One	2												2
2 Two	11												11
3 Three	2												2
4 Four	6												6
5 Five	16												16
6 Six	1												1
7 Seven	3												3
8 Eight	1												1
9 Nine	14												14
10 Ten	0												0
11 Eleven	1												1
12 Twelve	16												16
14 Fourteen	16												16
15 Fifteen	4												4
16 Sixteen	0												0
17 Seventeen	1												1
<b>2017 Totals:</b>	<b>94</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>94</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>372</b>	<b>1,502</b>



**Mutual Administration**  
**January 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												\$6,418.68
Two	\$2,124.95												\$2,124.95
Three	\$6,881.25												\$6,881.25
Four	\$100.00												\$100.00
Five	\$560.00												\$560.00
Six	\$0.00												\$0.00
Seven	\$0.00												\$0.00
Eight	\$0.00												\$0.00
Nine	\$0.00												\$0.00
Fourteen	\$0.00												\$0.00
Eleven	\$0.00												\$0.00
Twelve	\$1,184.81												\$1,184.81
Fourteen	\$2,965.98												\$2,965.98
Fifteen	\$0.00												\$0.00
Sixteen	\$0.00												\$0.00
Seventeen	\$0.00												\$0.00
TOTALS:	\$20,235.67	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,235.67

Collections through January 2017:	\$20,235.67	1210%
Collections through January 2016:	\$1,673.00	

# Stock Transfer

## January 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	Two	2												2
3	Three	2												2
4	Four	2												2
5	Five	0												0
6	Six	1												1
7	Seven	2												2
8	Eight	2												2
9	Nine	1												1
10	Ten	0												0
11	Eleven	1												1
12	Twelve	0												0
14	Fourteen	4												4
15	Fifteen	3												3
16	Sixteen	0												0
17	Seventeen	0												0
2016 Totals:		21	0	0	0	0	0	0	0	0	0	0	0	21

Trust Reviews through January 2017:	21	4.76%
Trust Reviews through January 2016:	22	



# Stock Transfer

## January 2017 - Monthly Reports

### REGISTRATIONS

MUTUAL		CAREGIVERS	DOGS	CATS	OTHERS	SERVICE ESA
1	One	42	91	50	5	5
2	Two	47	82	41	3	2
3	Three	10	53	21	1	2
4	Four	11	38	26	0	0
5	Five	24	43	18	1	1
6	Six	27	46	19	0	1
7	Seven	22	44	33	0	0
8	Eight	17	34	14	2	6
9	Nine	26	60	19	1	2
10	Ten	32	27	21	1	4
11	Eleven	13	28	12	1	1
12	Twelve	48	37	17	0	6
14	Fourteen	61	43	18	4	3
15	Fifteen	26	56	31	8	2
16	Sixteen	4	1	3	0	0
17	Seventeen	15	8	7	1	0
2016 Totals:		425	691	350	28	35

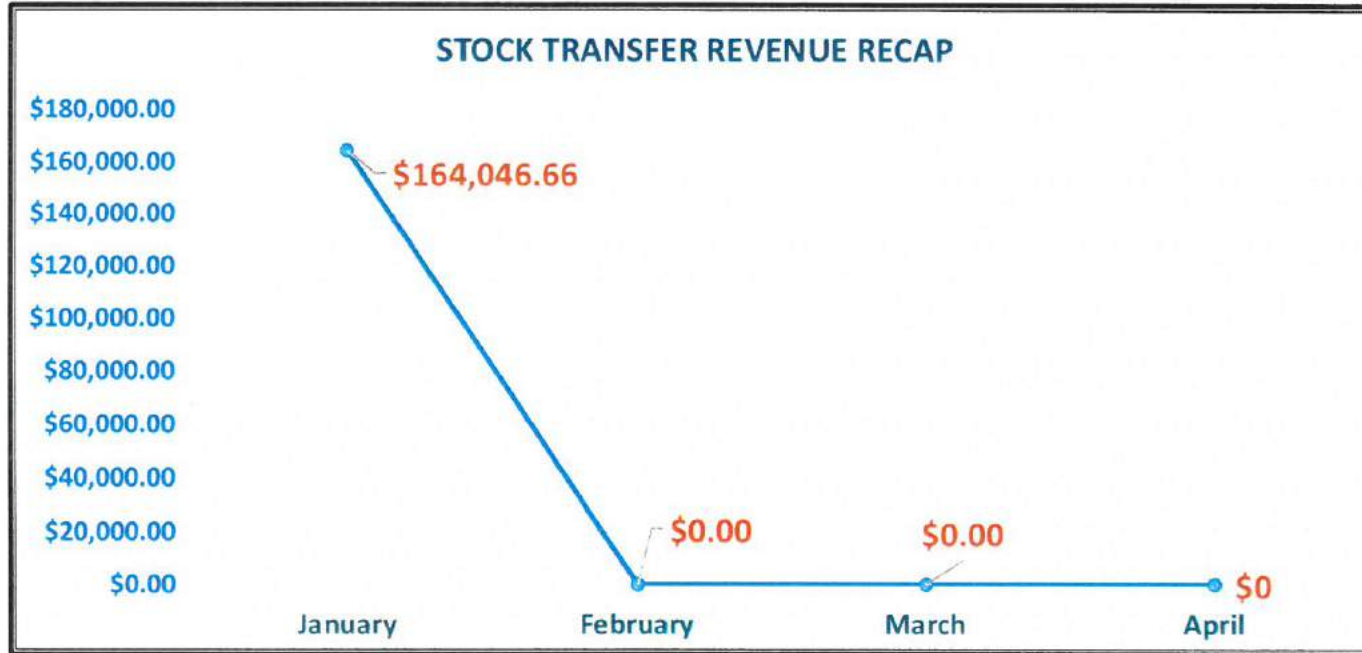
Total Pets & Animals:	<b>1,104</b>
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# **Stock Transfer** **January 2017 - Monthly Reports**

## **STOCK TRANSFER REVENUE**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
Guest Passes	\$6,860												\$6,860
ID Card	\$260												\$260
Distribution	\$551												\$551
Transfers	\$3,950												\$3,950
Co-Occupant Set-Up	\$400												\$400
Trust Review Fees	\$2,450												\$2,450
Membership Fees	\$145,400												\$145,400
GRF Mutual 17 Leases	\$4,176												\$4,176
<b>2016 Totals:</b>	<b>\$164,047</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$164,047</b>

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Revenue



**Mutual Administration**  
**January 2017 - Monthly Reports**

**OPEN CASES**

MUTUAL		OPEN CASES
1	One	7
2	Two	8
3	Three	7
4	Four	6
5	Five	3
6	Six	3
7	Seven	3
8	Eight	0
9	Nine	4
10	Ten	3
11	Eleven	3
12	Twelve	4
14	Fourteen	1
15	Fifteen	3
16	Sixteen	2
17	Seventeen	0
2017 Totals:		57

# Stock Transfer

## January 2017 - Monthly Reports

### GUEST PASSES

MUTUAL		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
1	One	0												0
2	Two	160												160
3	Three	33												33
4	Four	0												0
5	Five	89												89
6	Six	0												0
7	Seven	65												65
8	Eight	23												23
9	Nine	0												0
10	Ten	96												96
11	Eleven	88												88
12	Twelve	0												0
14	Fourteen	0												0
15	Fifteen	155												155
16	Sixteen	0												0
17	Seventeen	0												0
2016 Totals:		709	0	0	0	0	0	0	0	0	0	0	0	709