



Mutual Administration Committee

Agenda

Conference Room B
Tuesday, October 11, 2016
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
Marisa McAuley, Mutual Administration Manager
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 September 13, 2016 (pp. 1-7)
5. Shareholder/Member Comments – Agenda Items Only
(*Limited to 3 minutes per person*)
6. Correspondence
 - a. Regarding Policy 5536.1-33, Gate Passes (p. 8)
7. Reports
 - a. Facilities Manager's Report
 - b. Mutual Administration Manager's Report – Cost Center 33 & MAC (pp. 9-13)
8. Unfinished Business
 - a. Pet Policy-Update: Addition of Service Animals and ESAs
 - b. Renewable Leisure World ID Card
 - c. Document Updates

- d. 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
- 9. New Business
 - a. Advisability of GRF President Approving Mutual Escrow Documents
- 10. Policies
 - a. Amend Policy 5536.1-31, Gate Passes (pp. 14-18)
- 11. Staff Reports
 - a. Mutual Administration Director Jodi Hopkins (handout)
 - b. 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, November 8, 2016**



MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, September 13, 2016

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, September 13, 2016, in Conference Room B. Ms. Rapp 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 Guests:	Mr. R. Ankeny, Executive Director
	Mr. R. Gonzalez, Facilities Manager
	Mrs. D. Bennett, Recording Secretary
	Mrs. L. Perrotti, GRF Representative, Mutual One
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. L. Stone, GRF Representative, Mutual Three
Eleven 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 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 August 9, 2016, approved, as written.

SHAREHOLDER COMMENTS

One 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.

The Executive Director presented the budget variance reports.

UNFINISHED BUSINESS

Pet Policy – Update: Addition of Service Animals and ESAs.

The Mutual Administration Committee recommended that the Golden Rain Foundation (GRF) Board of Directors (BOD) approve amendment of Policy 7501-Pet Ownership, as suggested by corporate counsel.

Mr Lukoff MOVED, seconded by Mr. Moore -

TO amend Policy 7501-Pet Ownership

The motion failed with six no votes (Greer, Hopewell, Moore, Rapp, Reed, and Snowden.)

The Committee concurred to accept President Damoci's offer to revise the policy, extracting the portions pertaining to the Mutual Corporations.

Renewable Leisure World ID Card

The Committee concurred to review this topic at the next Committee meeting.

Board of Directors Reference Guide

The Mutual Administration Committee recommended that the Golden Rain Foundation (GRF) Board of Directors (BOD) approve the Board of Directors Reference Guide for distribution to the Mutual Boards of Directors.

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

TO recommend the GRF BOD approve the Board of Directors Reference Guide for distribution to the Mutual Boards of Directors.

Stock Transfer Disclosures Update

Corporate Counsel is reviewing the disclosures.

Bereavement Work Book

The Mutual Administration Committee recommended that the Golden Rain Foundation (GRF) Board of Directors (BOD) approve the Board of Directors Reference Guide for distribution to shareholder/members.

Ms. Rapp MOVED, seconded by Mr. Moore –

TO recommend the GRF BOD approve the Bereavement Work Book for distribution to shareholder/members with an amendment removing “scooter” and changing “cart” to “car” on page 8, under topic sixteen: “Car, golf cart, scooter, RV and all vehicle disposal”.

Seven Committee members, the Executive Director and three shareholder/members spoke on the motion. The Chair of the Bereavement Work Book Subcommittee acknowledged her fellow subcommittee members Paula Snowden and Kathy Rapp for their hard work on the project.

The motion was carried unanimously by the Committee members.

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

Corporate counsel is reviewing the documents.

NEW BUSINESS

Advisability of GRF President Approving Mutual Escrow Documents

Corporate Counsel will be consulted on this matter.

POLICIES

Amend Policy 1201-33, Photo ID Cards

At its meeting on August 16, 2016, the Finance Committee reviewed potential revenue increases in fee rates for services provided by the Stock Transfer Office. The Finance Committee concurred to forward Policy 1201-33, Photo ID Cards, back to the Mutual Administration Committee for approval.

The proposed fees reflect a potential revenue increase from this policy change of more than \$1,200, annually.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 1201-33, Photo ID Cards to the Golden Rain Foundation Board of Directors at its meeting in September, with final adoption scheduled for November.

If amended, the policies and fee changes will go into effect January 1, 2017.

Ms. Rapp MOVED, seconded by Mrs. Reed–

TO recommend the GRF BOD approve the tentative amendment of Policy 1201-33, Photo ID Cards, to reflect an increase from \$10 to \$20 for the replacement of a lost ID card (first loss) and an increase from \$15 to \$30 for the replacement of a lost ID card subsequent losses within 24 months of first loss).

Five Committee members, the Executive Director and two shareholder/members spoke on the motion.

The motion was carried unanimously by the Committee members.

Amend Policy 5536.1-33, Guest Passes

At its meeting on August 16, 2016, the Finance Committee voted to recommend the GRF Board of Directors amend Policy 5536.1-33, Guest Passes, changing the cost from \$5 to \$10 per pass. Also at that meeting, the Committee reviewed other additional revenue sources, including proposed fee changes concerning Policy 5536.1-33, Gate Passes.

For ease of amendment, it is recommended that the draft of Policy 5536.1-33, Gate Passes, include all suggested changes, including the addition of new fees.

The proposed fees reflect a potential revenue increase from this policy change of more than \$21,000 annually.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 5536.1-33, Gate Passes to the Golden Rain Foundation Board of Directors at its meeting in September, with final adoption

scheduled for November.

If amended, the policies and fee changes will go into effect January 1, 2017.

Ms. Rapp MOVED, seconded by Mr. Moore -

TO recommend the GRF BOD approve the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in fees and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Mr. Lukoff MOVED, seconded by Ms. Snowden and carried unanimously by the Committee members -

TO recommend the GRF BOD approve the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20 and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Amend Policy 5061-31, Fees

At its meeting on August 16, 2016, the Finance Committee reviewed potential revenue increases in fee rates for services provided by the Stock Transfer Office. The Finance Committee concurred to forward Policy 5061-31, Fees, back to the Mutual Administration Committee for approval.

The proposed fees reflect a potential revenue increase from this policy change of more than \$55,000 annually.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 5061-31, Fees to the Golden Rain Foundation Board of Directors at its meeting in September, with final adoption scheduled for November.

If amended, the policies and fee changes will go into effect January 1, 2017.

MS. Rapp MOVED, seconded Ms. Hopewell—

TO recommend the GRF Board approve the tentative amendment of Policy 5061-31, Fees, to reflect an increase in fees and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

Two Committee members and the Executive Director spoke on the motion.

The motion was carried unanimously by the Committee members.

STAFF REPORTS

The Executive Director presented the Mutual Administration Director's report, as attached.

The Executive Director offered no further comments than those made during the Committee meeting.

PRESIDENTS COMMENTS

The President reminded the Committee and shareholder/members of the District Two City of Seal Beach City Council candidates' forum on September 22 and two Town Hall meetings on September 29 regarding proposed GRF policy revisions on parking citations: fines and due process.

MEMBER COMMENTS

Two shareholder/members spoke on various 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 be Tuesday, October 11, 2016.

ADJOURNMENT

The Chair adjourned the meeting at 2.47p.m.

Ms. K. Rapp, Chair
Mutual Administration
dfb/09.13.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON SEPTEMBER 13, 2016**

ACTIONS:

- Chair Rapp declared the minutes of the regular meeting of August 9, 2016, approved, as presented;
- The Committee concurred to accept President Damoci's offer to revise Policy 7501-Pet Ownership.

MOTIONS:

- **TO** recommend the GRF BOD approve the Board of Directors Reference Guide for distribution to the Mutual Boards of Directors.
- **TO** approve the Bereavement Work Book for distribution to shareholder/members with the amendment removing "scooter" and changing "cart" to "car" on page 8, under sixteenth topic "Car, golf cart, scooter, RV and all vehicle disposal".
- **TO** recommend to the Finance Committee amendment of Policy 1201-33, Photo ID Cards, to reflect an increase from \$10 to \$20 for the replacement of a lost ID card (first loss) and an increase from \$15 to \$30 for the replacement of a lost ID card subsequent losses within 24 months of first loss).
- **TO** recommend to the GRF BOD the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in fees, amending replacement of Lost Caregiver Passes fee to \$20 and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.
- **TO** recommend the Board approve the tentative amendment of Policy 5061-31, Fees, to reflect an increase in fees and the establishment of new fees, pending a minimum 30-day notification to the membership, and a final decision on November 22, 2016.

From: Donna donnadoodles@aol.com
Subject: Guest pass increase
Date: Yesterday at 7:05 PM
To: MutualAdminCommittee mutualadmincommittee@lwsb.com

Good day,

I wanted to write and let the Board members know of my great displeasure with increasing the guest passes from \$5 to \$10. When I moved in LW about 4 years ago the additional passes were \$3 each. If my calculations are correct, the new fee would be about a 143% increase in 4 years. I can see that we need to corral the vast number of passes given (right or wrong) to caregivers, housekeepers, contractors and non family members but an increase of that size is grossly unreasonable. Possibly color code the passes for basically LW contracted employees and family members (residents would need to list the family members to obtain the passes at \$5 each).

There HAS to be a better way. Thank you.

Donna Hughes
#15 42H

Budget Variance Report - August 2016

Stock Transfer/Distribution - Cost Center #33

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	(1,621.00)	unfavorable - additional staff
6142000	Workers' Compensation	1,899.00	favorable - annual budget being greater than premiums for the year, plus a refund
6410000	Office Supplies	(2,162.00)	unfavorable - more supplies needed
6410030	Printer / Copier Supplies	2,004.00	favorable - less supplies needed
6434115	Legal Fees - Trust Review	3,788.00	favorable - fewer trusts sent to attorney for review than anticipated
6478000	Service Contracts	4,769.00	favorable - reduction in 1st and 2nd quarter copy needs than anticipated
6482500	Election Expense	(837.00)	unfavorable - insufficient funds budgeted for 2016 election deposit
6484500	Postage	6,007.00	favorable - reduction in number of mailings
5345000	Certificate Preparation Fee - Escrow	3,350.00	favorable - increase in sales
5380330	Guest Pass Income	5,197.00	favorable - increase in pass sales
5380332	Trust Processing Fee Income	(17,912.00)	unfavorable - decrease in number of charges for attorney reviews
Total Explained Variances		<u>4,482.00</u>	

09/08/2016
9:13 AM

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Budget Comparison - GRF
08/31/2016

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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								
23,727	23,308	(419)	6100000 33	Salaries & Wages - Mutual Admin	177,952	176,331	(1,621)	264,497
1,754	1,734	(20)	6140000 33	Employment Taxes - Mutual Admin	14,694	14,801	107	21,824
582	763	181	6142000 33	Workers' Compensation - Mutual Admin	4,205	6,104	1,899	7,110
2,491	1,434	(1,057)	6143000 33	Group Insurance - Medical - Mutual Admin	12,355	11,472	(883)	17,208
68	52	(16)	6143300 33	Group Insurance - Dental - Mutual Admin	492	416	(76)	624
41	34	(7)	6143500 33	Group Insurance - Vision - Mutual Admin	290	272	(18)	408
415	470	55	6144000 33	401(k) Match - Mutual Admin	3,474	3,553	79	5,329
91	105	14	6145000 33	Group Insurance - Life - Mutual Admin	726	840	114	1,260
86	122	36	6146000 33	Long Term Disability Insurance - Mutual	685	976	291	1,464
0	0	0	6211000 33	Continuing Education - Mutual Admin	0	600	600	600
1,143	250	(893)	6410000 33	Office Supplies - Mutual Admin	4,162	2,000	(2,162)	3,025
31	0	(31)	6410010 33	Hospitality - Mutual Admin	188	375	187	500
0	0	0	6410015 33	Computer Supplies - Mutual Admin	613	1,035	422	1,035
0	0	0	6410020 33	Equipment Expense - Mutual Admin	0	100	100	100
505	760	255	6410030 33	Printer / Copier Supplies - Mutual Admin	4,076	6,080	2,004	10,000
0	0	0	6410033 33	Guest Pass Printing - Mutual Admin	0	2,000	2,000	15,000
2,681	3,000	319	6434115 33	Legal Fees - Trust Review - Mutual Admin	20,213	24,000	3,788	36,000
38	38	0	6435100 33	Bank Service Fees - Mutual Admin	294	304	10	456
653	583	(70)	6444000 33	Equipment Rental - Mutual Admin	6,288	6,306	18	9,761
0	0	0	6472000 33	Equipment Repair & Maintenance - Mutual	162	750	588	1,000
448	900	452	6478000 33	Service Contracts - Mutual Admin	7,431	12,200	4,769	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	60,374	59,537	(837)	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
2,000	4,000	2,000	6484500 33	Postage - Mutual Admin	15,993	22,000	6,007	36,000
36,754	37,553	799		Total Expenses	334,841	352,402	17,561	511,978
Other Cost Recovery								
18,550	17,000	1,550	5345000 33	Certificate Preparation Fee - Escrow - M	119,350	116,000	3,350	158,000
4,050	2,250	1,800	5360000 33	Certificate Preparation Fee - Non-Escrow	24,150	21,750	2,400	30,750
1,400	1,000	400	5380330 33	Guest Pass Income - Mutual Admin	21,797	16,600	5,197	20,600
488	300	188	5380331 33	Copy Fee Income - Mutual Admin	4,990	2,400	2,590	3,600
3,750	6,119	(2,369)	5380332 33	Trust Processing Fee - Mutual Admin	25,875	43,787	(17,912)	60,000
350	200	150	5385000 33	Other Income - Mutual Admin	2,400	1,600	800	2,400
28,588	26,869	1,719		Total Other Cost Recovery	198,562	202,137	(3,575)	275,350
19,719	19,719	0	5330000 33	Income / Refund from Mutuals - Mutual Ad	157,752	157,752	0	236,628
48,307	46,588	1,719		Total Cost Recovery	356,314	359,889	(3,575)	511,978

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Budget Comparison - GRF
08/31/2016

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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
				Off Budget Items				
11,552	9,035	2,517		Net Income / (Expense)	21,473	7,487	13,986	0

Budget Variance Report - AUGUST 2016

Mutual Administraton - CC MAC - Mutual Administration

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$ (4,871.00)	Unfavorable-additional staff for projects - Bylaws and Policies.
6142000	Workers' Compensation	\$ 6,283.00	Favorable-annual budget being greater than premiums for the year plus a refund
6211000	Continuining Education	\$ 628.00	Favorable- will be used for CAI staff training
6214000	Meals and Special Events	\$ 645.00	Favorable-used at Director training
6410000	Office Supplies	\$ 746.00	Favorable-conservation efforts to reduce supplies
6410030	Printer/Copier Supplies	\$ (454.00)	Unfavorable- monitors needed for staff
6434120	Legal / Fair Housing	\$ 32,069.00	Favorable-will be used for legal advice
6438000	Other professional fees	\$ 1,350.00	Favorable-no other fees at this time
6482000	Dues and Memberships and Books	\$ 458.00	Favorable-awaiting renewal materials/purchase books
Total Explained Variances		<u>\$ 36,854.00</u>	

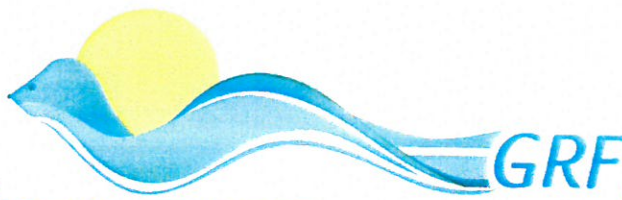
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Budget Comparison - GRF
08/31/2016

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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 - Mutual Administration								
30,687	33,737	3,050	6100000 MAC	Salaries & Wages - Mutual Admin	260,096	255,225	(4,871)	382,838
2,413	2,476	63	6140000 MAC	Employment Taxes - Mutual Admin	21,240	20,691	(549)	30,595
1,912	2,505	593	6142000 MAC	Workers' Compensation - Mutual Admin	13,802	20,040	6,238	23,333
1,072	3,359	2,287	6143000 MAC	Group Insurance - Medical - Mutual Admin	18,767	26,872	8,105	40,308
55	78	23	6143300 MAC	Group Insurance - Dental - Mutual Admin	486	624	138	936
25	48	23	6143500 MAC	Group Insurance - Vision - Mutual Admin	261	384	123	576
574	1,050	476	6144000 MAC	401(k) Match - Mutual Admin	6,786	7,944	1,158	11,915
127	142	15	6145000 MAC	Group Insurance - Life - Mutual Admin	997	1,136	139	1,704
104	165	61	6146000 MAC	Long Term Disability Insurance - Mutual	943	1,320	377	1,980
0	0	0	6211000 MAC	Continuing Education - Mutual Admin	572	1,200	628	1,200
5,076	0	(5,076)	6213100 MAC	Temporary Agency Fees - Mutual Admin	5,076	0	(5,076)	0
0	0	0	6214000 MAC	Meals & Special Events - Mutual Admin	555	1,200	645	1,800
0	0	0	6215000 MAC	Mileage - Mutual Admin	0	120	120	150
429	250	(179)	6410000 MAC	Office Supplies - Mutual Admin	1,254	2,000	746	3,025
1,151	0	(1,151)	6410015 MAC	Computer Supplies - Mutual Admin	1,908	1,235	(673)	1,235
156	0	(156)	6410030 MAC	Printer / Copier Supplies - Mutual Admin	454	0	(454)	0
0	4,167	4,167	6434120 MAC	Legal/Fair Housing - Mutual Admin	1,268	33,336	32,069	50,000
0	0	0	6438000 MAC	Other Professional Fees - Mutual Admin	4,650	6,000	1,350	10,000
0	0	0	6482000 MAC	Dues, Memberships & Books - Mutual Admin	142	600	458	800
0	83	83	6951000 MAC	Non-Budgeted Exp for Committee - Mutual	0	664	664	1,000
43,781	48,060	4,279		Total Expenses	339,257	380,591	41,334	563,395
46,950	46,950	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	375,600	375,595	5	563,395
46,950	46,950	0		Total Cost Recovery	375,600	375,595	5	563,395
Off Budget Items								
3,169	(1,110)	4,279		Net Income / (Expense)	36,343	(4,996)	41,339	0



MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: COURTNEY KNAPP, STOCK TRANSFER SUPERVISOR
SUBJECT: AMEND POLICY 5536.1-33, GATE PASSES
DATE: SEPTEMBER 30, 2016

At meetings in August and September, the Mutual Administration and Finance Committees have reviewed potential revenue increases in fee rates for services provided by the Stock Transfer Office.

At its meeting on September 27, 2016, the Golden Rain Foundation (GRF) Board of Directors reviewed the suggested changes to Policy 5536.1-33, Gate Passes. After discussion, the Board voted to commit the Policy amendment back to the Mutual Administration Committee for further review. The proposed fee changes include:

Established Fees	Policy	Current Fee	Proposed Fee
Extra Guest Pass	5536.1-33, Gate Passes	\$5 each	\$10 each
Inheritor's Service Pass	5536.1-33, Gate Passes	\$5 each	No charge
New Fees	Applicable Policy	Current Fee	Proposed Fee
Replace Lost Caregiver Pass	5536.1-33, Gate Passes	-	\$10 each
Realtor's Service Pass	5536.1-33, Gate Passes	-	\$10 each

The proposed fees reflect a potential revenue increase from this policy change of more than \$21,000.

If the Mutual Administration Committee wishes to proceed with the proposed fee changes, it is suggested the Committee recommend the tentative amendment of Policy 5536.1-33, Gate Passes to the Golden Rain Foundation Board of Directors at its meeting in October, with final adoption scheduled for December.

If amended, the policies and fee changes will go into effect January 1, 2017.

I move to recommend the Board approve the tentative amendment of Policy 5536.1-33, Gate Passes, to reflect an increase in Extra Guest Passes from \$5 to \$10 each; the cessation of the Inheritor's Service Pass fee; and the establishment of new fee Replacement of Lost Caregiver Pass at \$10 each; and new fee Realtor's Service Pass at \$10 each, pending a minimum 30-day notification to the membership, and a final decision in December.

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. 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.

The Executive Director or Mutual Administration Director is authorized to issue up to four (4) additional annual guest passes per unit, 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 \$5 \$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.

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.

(Feb 10)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Gate Passes

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 ~~for a fee of \$10.00~~, 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 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.

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

Caregiver Passes

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

The semiannual caregiver passes shall be produced in two different colors, with a designation as to the caregiver being a part-time or full-time care provider. Caregiver passes will expire in June and December in the year in which they were issued. Some

(Feb 10)

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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 \$10.00 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

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 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

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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

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

To MAC SEPTEMBER 13, 2016 (IF IT SHALL PASS EFFECTIVE JANUARY 1 2017)

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