



MUTUAL ADMINISTRATION COMMITTEE

Agenda

Administration Conference Room B

Tuesday, August 9, 2016

1:00 p.m.

- 1. Call to Order/Pledge of Allegiance**
- 2. Roll Call/Notice of Quorum**
- 3. Chairs Announcements**
 - a. Introduction of Guests and Staff
 - Randy Ankeny, Executive Director
 - Jodi Hopkins, Mutual Administration Director
 - Marisa McAuley, Assistant Mutual Administration Manager
 - Courtney Knapp, Stock Transfer Supervisor
 - Ruben Gonzalez, Facilities Manager
 - Katya Lukina, Recording Secretary
 - b. Rules of Order
 - c. Chairs Report (pp. 1-2)
- 4. Approval of Minutes**
 - a. Minutes of July 12, 2016 (pp. 3-8)
- 5. Shareholder/Member Comments – Agenda Items Only**
(Limited to 3 minutes per person)
- 6. Correspondence**
- 7. Staff Reports**
 - a. Facility Manager
 - b. Budget Variance Reports (pp. 9-14)



MUTUAL ADMINISTRATION COMMITTEE

8. Unfinished Business

- a. Pet Policy Update: Addition of Service Animals and ESA's – Discussion Only
- b. Renewable LW ID card (pp. 15-16)
- c. Caregiver short term pre-registration – Discussion Only
- d. Draft 2017 Budget Cost Centers 33 and MAC (pp. 17-26)
- e. BOD Reference Guide – Discussion Only
- f. Stock Transfer Disclosures. Update Only
- g. Bereavement Work Book Print

9. New Business

- a. Possible new revenue sources – Discussion Only
- b. Creation of General Policy Pertaining to Passes

10. Policies

- a. Amend Policy 5536.1-33 Guest Passes (pp. 27-30)
- b. Amend Policy 5061-31 Fees (pp. 31-36)
- c. Policy 2132-33 Homestead Declarations (p. 37)
- d. Policy 1610-33 Membership Eligibility Criteria (p. 38)
- e. Policies 1400-33 Co-occupants and Qualified Permanent Residents and Policy 1801-33 Qualified Permanent Resident and Co-occupant Agreements (includes 1802-33 Agreement form and 1804-33 Request form) (pp. 39-45)

11. Staff Reports

- a. Mutual Administration Director
- b. Executive Director

12. President's Comments Shareholder Member Comments

(Limited to 3 minutes per person)

13. Committee Member Comments



MUTUAL ADMINISTRATION COMMITTEE

14. Next Meeting

Tuesday, September 13, 2016 – 1:00 p.m. Administration Conference Room
B

15. Adjournment

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Summary

What is the role of the GRF as a Management Company?

July 12, 2016

Mutual Administration Committee Meeting

All attendees at the meeting were asked to respond. There were multiple responses to many of the items listed below. Your responses will help the committee focus on the services that are most important to the Mutuals.

The Management Agreement and Trust documents set out basic services and responsibilities of GRF as providers of services from a Management Company, Service Maintenance, Security, Stock Transfer, Recreation and Physical Property as well as administration and maintenance of Trust property. Many of the responses touched on all of these areas. The Foundation was referred to as the "glue" that holds all of the Mutuals together and as the "face" we show to the world outside. We tie all of the Mutuals together and that enables economy of service.

Many of the responses were related directly to the role of the Management Company in providing services to the Mutuals. Financial management, guidance, trainings and early warnings as well as updates on legal issues were mentioned often but with the exception of financial management not all Mutuals wanted the same services. Some needed more support and some less although all felt having the services they needed was essential. It was suggested that Mutuals might pay for "extra" services as they do for extra services done by Service Maintenance.

Responders felt the services they used were good but that there is room for improvement. As Lee said, "Can we do better? Even if it costs more?" Yes. Areas suggested for improvement included not micro managing or perpetuating the idea that we will "take care of the senior population" and placing more emphasis on being an independent senior community.

Your responses will be shared with the Golden Rain Board and as I said earlier they will help this committee stay focused on serving the Mutuals.

Kathy Rapp, Chair of Mutual Administration Committee

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MUTUAL ADMINISTRATION COMMITTEE MINUTES

Administration Conference Room B

Tuesday, July 12, 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, July 12, 2016, in Conference Room B. Ms. Rapp led the Committee in the Pledge of Allegiance.

The meeting participants observed a moment of silence for Golden Rain Foundation Board Director Tim Bolton.

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	
Staff and Guests:	Mr. R. Ankeny, Executive Director	
	Ms. J. Hopkins, Mutual Administration Director	
	Mrs. M. McAuley, Mutual Administration Manager	
	Mr. R. Gonzalez, Facilities Manager	
	Ms. C. Knapp, Stock Transfer Supervisor	
	Mrs. D. Bennett, Recording Secretary	
	Mr. R. Stone, GRF Representative, Mutual One	
	Ms. P. Snowden, GRF Representative, Mutual Two	
	Ms. L. Stone, GRF Representative, Mutual Three	
	Mr. P. Hood, GRF Representative, Mutual Five	
	Mrs. C. Damoci, GRF Representative, Mutual Twelve	
	Mrs. H. Tran, GRF Representative, Mutual Fifteen	
	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 Chair welcomed the Committee Members, guests and staff, including GRF President Carole Damoci, Executive Director Randy Ankeny, Seal Beach Mayor Sandra Massa Lavitt, Director of Finance Carolyn Miller, Mutual Administration Director Jodi Hopkins, Mutual Administration Manager Marisa McAuley, Facilities Manager Ruben Gonzalez, Stock Transfer Supervisor Courtney Knapp and Recording Secretary Deanna Bennett. She requested that members exhibit an appropriate amount of decorum and turn off cell phones.

The Chair presented a Mutual Corporation guide, compiled by Ms. Hopewell, containing all of the committees and positions within the Mutual Boards of Directors. Copies were distributed to Committee members for review; the guide will be discussed at the August Committee meeting.

SHAREHOLDER COMMENTS

One shareholder/member welcomed the new GRF Board of Directors.

MINUTES

The Chair declared the regular meeting minutes of May 10, 2016, approved, as written.

CORRESPONDENCE

No correspondence was received by the Committee.

APPOINTMENT OF COMMITTEE VICE CHAIR

Mr. Moore nominated Ms. Hopewell for Vice Chair. There being no further nominations, Ms. Hopewell was declared, by acclamation, Vice Chair of the Mutual Administration Committee.

COMMUNITY FACILITIES MANAGER

The Community Facilities Manager presented the open SRO Report.

UNFINISHED BUSINESS

Pet Policy –Update: Letter for ESA Verification from Physician – Update Only

The Mutual Administration Director reported that the letter is being reviewed by corporate

counsel.

Disclosures on Pre-Listing Review of Stock Transfer Disclosures– Update Only

The disclosures on the pre-listing inspection report are being reviewed by corporate counsel.

Fee Schedule for Stock Transfer/Attorney Services – Update Only

The Fee Schedule for Stock Transfer/Attorney Services continued to be discussed.

Expired Leisure World ID Card – Update Only

The Committee discussed the replacement of expiring Leisure World ID cards. The Security Chief and the Stock Transfer Supervisor will endeavor to bring a report to the August committee meeting including costs for a basic ID card as well as the cost for any additional feature.

Registration of Caregiver Agencies: Qualifications

The Committee discussed the pros and cons of the registration of caregiver agencies.

NEW BUSINESS

Role of the GRF as a Management Company

The Committee and shareholder/members shared their visions of the role of GRF as a management company.

Draft 2017 Budget, Cost Centers 33 and MAC

The Committee discussed the draft 2017 budgets for cost centers 33 and MAC.

Dashboard Passes for Caregivers

Mrs. Reed MOVED, seconded by Ms. Hopewell and carried unanimously by the Committee-

To send a recommendation to the Security, Bus & Traffic Committee to investigate a system to identify vehicles entering the community, including vendors, employees and caregivers.

Orientation Packets

The Committee discussed Mutual Orientation packets.

POLICIES

Amend Policy 5536.1-33, Guest Passes – Update Only

Mrs. Greer MOVED, seconded by Mr. Lukoff and carried unanimously –

TO recommend the GRF BOD amendment of Policy 5536.1-33, Guest Passes, to reflect an increase from \$5 to \$10 for each additional guest pass.

STAFF REPORTS

The Mutual Administration Director presented her report, as attached.

The Executive Director spoke on a special project, announced the next GRF and Mutual Board training session for October 27, 2016 and cautioned against opening suspicious emails stemming from phishing attempts.

MEMBER COMMENTS

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

COMMITTEE MEMBER COMMENTS

Five 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 Chair also announced that the Bereavement booklet is finished and will be available in the Stock Transfer Offices as soon as printing is completed. The next scheduled meeting of the Mutual Administration Committee will be Tuesday, August 9, 2016.

ADJOURNMENT

The Chair adjourned the meeting at 3:16 p.m.

Ms. K. Rapp, Chair
Mutual Administration
dfb/07.12.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE MUTUAL ADMINISTRATION
COMMITTEE MEETING ON JULY 12, 2016**

ACTIONS:

- Chair Rapp declared the minutes of the regular meeting of May 12, 2016, approved, as presented;
- Mr. Pratt was declared, by acclamation, Vice Chair of the Publications Committee;

MOTIONS:

- **TO** send a recommendation to the Security, Bus & Traffic Committee to investigate a system to identify vehicles entering the community, including vendors, employees and caregivers.
- **TO** recommend the GRF BOD amendment of Policy 5536.1-33, Guest Passes, to reflect an increase from \$5 to \$10 for each additional guest pass.

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Budget Variance Report - June 2016

Mutual Administraton - CC MAC - Mutual Administration

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	\$ 5,498.00	Favorable-due to changes in staff
6142000	Workers' Compensation	\$ 5,051.00	Favorable-annual budget being greater than premiums for the year plus a refund
6211000	Continuining Education	\$ 628.00	Favorable-be used for CAI staff training
6214000	Meals and Special Events	\$ 375.00	Favorable-used at Director training
6410000	Office Supplies	\$ 768.00	Favorable-conservation of supplies
6410030	Printer/Copier Supplies	\$ (298.00)	Unfavorable-extra printer needed for staff
6434120	Legal / Fair Housing	\$ 25,002.00	Favorable-will be used for legal advice
6438000	Other professional fees	\$ 6,000.00	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>\$ 43,482.00</u>	

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1020 Golden Rain Foundation
Budget Comparison - GRF
06/30/2016

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Mutual Administration								
35,307	32,270	(3,037)	6100000 MAC	Salaries & Wages - Mutual Admin	185,187	190,685	5,498	382,838
2,664	2,368	(296)	6140000 MAC	Employment Taxes - Mutual Admin	15,420	15,954	534	30,595
1,912	2,505	593	6142000 MAC	Workers' Compensation - Mutual Admin	9,979	15,030	5,051	23,333
4,234	3,359	(875)	6143000 MAC	Group Insurance - Medical - Mutual Admin	15,443	20,154	4,711	40,308
78	78	0	6143300 MAC	Group Insurance - Dental - Mutual Admin	356	468	112	936
41	48	7	6143500 MAC	Group Insurance - Vision - Mutual Admin	200	288	88	576
873	1,004	131	6144000 MAC	401(k) Match - Mutual Admin	4,972	5,935	963	11,915
138	142	4	6145000 MAC	Group Insurance - Life - Mutual Admin	750	852	102	1,704
126	165	39	6146000 MAC	Long Term Disability Insurance - Mutual	727	990	263	1,980
0	0	0	6211000 MAC	Continuing Education - Mutual Admin	572	1,200	628	1,200
0	0	0	6214000 MAC	Meals & Special Events - Mutual Admin	225	600	375	1,800
0	30	30	6215000 MAC	Mileage - Mutual Admin	0	120	120	150
0	250	250	6410000 MAC	Office Supplies - Mutual Admin	732	1,500	768	3,025
125	235	110	6410015 MAC	Computer Supplies - Mutual Admin	125	1,235	1,110	1,235
0	0	0	6410030 MAC	Printer / Copier Supplies - Mutual Admin	298	0	(298)	0
0	4,167	4,167	6434120 MAC	Legal/Fair Housing - Mutual Admin	0	25,002	25,002	50,000
0	4,000	4,000	6438000 MAC	Other Professional Fees - Mutual Admin	0	6,000	6,000	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	498	498	1,000
45,498	50,704	5,206		Total Expenses	235,129	287,111	51,982	563,395
46,950	46,950	0	5330000 MAC	Income / Refund from Mutuals - Mutual Ad	281,700	281,695	5	563,395
46,950	46,950	0		Total Cost Recovery	281,700	281,695	5	563,395
Off Budget Items								
1,452	(3,754)	5,206		Net Income / (Expense)	46,571	(5,416)	51,987	0

Budget Variance Report - June 2016

Stock Transfer/Distribution - Cost Center #33

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	(1,209.00)	unfavorable - additional staff
6142000	Workers' Compensation	1,538.00	favorable - annual budget being greater than premiums for the year, plus a refund
6410000	Office Supplies	(909.00)	unfavorable - more supplies needed
6410030	Printer / Copier Supplies	1,163.00	favorable - less supplies needed
6434115	Legal Fees - Trust Review	3,838.00	favorable - fewer trusts sent to attorney for review than anticipated
6478000	Service Contracts	2,667.00	favorable - reduction in 1st quarter copy needs than anticipated
6482500	Election Expense	(840.00)	unfavorable - insufficient funds budgeted for 2016 election deposit
6484500	Postage	2,007.00	favorable - reduction in number of mailings
5345000	Certificate Preparation Fee - Escrow	2,850.00	favorable - increase in sales
5380330	Guest Pass Income	4,727.00	favorable - increase in pass sales
5380332	Trust Processing Fee Income	(12,265.00)	unfavorable - decrease in number of charges for attorney reviews
Total Explained Variances		<u>3,567.00</u>	

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1020 Golden Rain Foundation
Budget Comparison - GRF
06/30/2016

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Stock Transfer								
22,539	22,295	(244)	6100000 33	Salaries & Wages - Mutual Admin	132,951	131,742	(1,209)	264,497
1,685	1,659	(26)	6140000 33	Employment Taxes - Mutual Admin	11,369	11,483	114	21,824
582	763	181	6142000 33	Workers' Compensation - Mutual Admin	3,040	4,578	1,538	7,110
1,420	1,434	14	6143000 33	Group Insurance - Medical - Mutual Admin	8,553	8,604	51	17,208
55	52	(3)	6143300 33	Group Insurance - Dental - Mutual Admin	299	312	13	624
34	34	0	6143500 33	Group Insurance - Vision - Mutual Admin	199	204	5	408
408	449	41	6144000 33	401(k) Match - Mutual Admin	2,651	2,654	3	5,329
77	105	28	6145000 33	Group Insurance - Life - Mutual Admin	530	630	100	1,260
75	122	47	6146000 33	Long Term Disability Insurance - Mutual	502	732	230	1,464
0	0	0	6211000 33	Continuing Education - Mutual Admin	0	600	600	600
213	250	37	6410000 33	Office Supplies - Mutual Admin	2,409	1,500	(909)	3,025
0	0	0	6410010 33	Hospitality - Mutual Admin	120	250	130	500
0	235	235	6410015 33	Computer Supplies - Mutual Admin	246	1,035	789	1,035
0	0	0	6410020 33	Equipment Expense - Mutual Admin	0	50	50	100
662	760	98	6410030 33	Printer / Copier Supplies - Mutual Admin	3,397	4,560	1,163	10,000
0	0	0	6410033 33	Guest Pass Printing - Mutual Admin	0	2,000	2,000	15,000
3,094	3,000	(94)	6434115 33	Legal Fees - Trust Review - Mutual Admin	14,163	18,000	3,838	36,000
36	38	2	6435100 33	Bank Service Fees - Mutual Admin	217	228	11	456
2,101	2,163	62	6444000 33	Equipment Rental - Mutual Admin	5,053	5,140	87	9,761
0	0	0	6472000 33	Equipment Repair & Maintenance - Mutual	162	500	338	1,000
1,067	900	(167)	6478000 33	Service Contracts - Mutual Admin	6,983	9,650	2,667	18,890
0	0	0	6482500 33	Election Expense - Mutual Admin	15,109	14,269	(840)	59,537
0	0	0	6484000 33	Permits & Licenses - Mutual Admin	99	100	1	100
0	0	0	6483201 33	Mailouts - Periodic - Mutual Admin	0	0	0	250
2,000	2,000	0	6484500 33	Postage - Mutual Admin	13,993	16,000	2,007	36,000
36,048	36,259	211		Total Expenses	222,045	234,821	12,776	511,978
Other Cost Recovery								
15,750	17,500	(1,750)	5345000 33	Certificate Preparation Fee - Escrow - M	84,350	81,500	2,850	158,000
3,450	2,700	750	5360000 33	Certificate Preparation Fee - Non-Escrow	17,400	17,250	150	30,750
1,335	1,000	335	5380330 33	Guest Pass Income - Mutual Admin	19,127	14,400	4,727	20,600
1,640	300	1,340	5380331 33	Copy Fee Income - Mutual Admin	4,318	1,800	2,518	3,600
3,875	6,421	(2,546)	5380332 33	Trust Processing Fee - Mutual Admin	19,125	31,390	(12,265)	60,000
300	200	100	5385000 33	Other Income - Mutual Admin	1,650	1,200	450	2,400
26,350	28,121	(1,771)		Total Other Cost Recovery	145,970	147,540	(1,570)	275,350
19,719	19,719	0	5330000 33	Income / Refund from Mutuals - Mutual Ad	118,314	118,314	0	236,628
46,069	47,840	(1,771)		Total Cost Recovery	264,284	265,854	(1,570)	511,978

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1020 Golden Rain Foundation
Budget Comparison - GRF
06/30/2016

P.O. Box 2069
Seal Beach CA 90740

Jun Actuals	Jun Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
				Off Budget Items				
10,021	11,581	(1,560)		Net Income / (Expense)	42,238	31,033	11,205	0

RESIDENT PARTICIPATION

Photo Identification Cards

Photo identification cards will be issued by the Stock Transfer Office with authorization from the Mutual Administration Manager and/or the Executive Director. Photo identification cards are for the use of residents only. Use by anyone other than the shareholder to whom the identification card is issued is strictly prohibited. Photo identification cards will be issued to the following persons:

1. All members of the Golden Rain Foundation as shown in the stock records of the Stock Transfer Office.
2. Qualified Permanent Residents, as shown in the records of the Stock Transfer Office.
3. Co-Occupants as described in Policy 1801, who reside with resident stockholders as shown in the records of the Stock Transfer Office. When the status of a Co-Occupant ceases, the photo identification card must be surrendered to the Stock Transfer Office.
4. All approved lessees of Mutual No. Seventeen.

Upon the demise of a shareholder, the photo identification card shall be surrendered to the Stock Transfer Office. When the Security Department retrieves a photo identification card, for whatever reason, it shall be surrendered to the Stock Transfer Office immediately.

For lost or stolen photo identification cards, shareholders may obtain a replacement card by:

1. Personally completing a "Certificate of Lost ID" form in the Stock Transfer Office.
2. Paying a \$10 fee for the first loss;
 - a. The fee will be \$15 for any subsequent losses within 24 months of the first loss;
 - b. The Mutual Board of Directors will be notified when a card is lost a third or subsequent time within 24 months of the first loss;
 - c. The fee will be waived if shareholder produces a Police Report that can be verified by the Stock Transfer Office.

Waiving of fee for other extenuating circumstances will be handled on a case-by-case basis.

(Jul 14)

COMMUNITY OPERATIONS

1201-33

RESIDENT PARTICIPATION

Photo Identification Cards

Policy

Adopted: 19 Sep 72
Amended: 19 Dec 72
Amended: 16 Apr 85
Amended: 19 Dec 89
Amended: 31 Jan 95 (Effective 2-1-95)
Amended: 20 Feb 01
Amended: 19 Nov 02
Amended: 22 Jul 14

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Jul 14)

GL CODE	LINE ITEM	DESCRIPTION	EXHIBITS																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2017 will remain at the 2016 level of 6.0. The 2017 budget assumptions include any pay increases during 2016 that were not included in the 2016 budget plus a pay for performance allowance of .5% for 2017.																															
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2016 and estimated 2017 rates are listed below. <table><tr><td></td><td>2016</td><td>2017</td></tr><tr><td>SS Max Salary</td><td>\$118,500</td><td>\$118,500</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>\$7,000</td><td>\$7,000</td></tr><tr><td>UI State</td><td>3.4%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>1.8%</td><td>2.0%</td></tr><tr><td>UI Total</td><td>5.2%</td><td>5.7%</td></tr><tr><td>UI Max Total</td><td>\$364</td><td>\$399</td></tr></table>		2016	2017	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.4%	3.7%	UI Fed	1.8%	2.0%	UI Total	5.2%	5.7%	UI Max Total	\$364	\$399	
	2016	2017																															
SS Max Salary	\$118,500	\$118,500																															
SS Rate	6.20%	6.20%																															
Medicare Rate	1.45%	1.45%																															
SS & Med. Rate	7.65%	7.65%																															
UI Max Salary	\$7,000	\$7,000																															
UI State	3.4%	3.7%																															
UI Fed	1.8%	2.0%																															
UI Total	5.2%	5.7%																															
UI Max Total	\$364	\$399																															
6142000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6143000- 6146000 (61430 – 61460)	EE Benefits	The 2017 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 0% increase in premium rates over our 2016 budget.																															
6211000 (64810)	Continuing Education	Funds of \$600 are requested for continuing education and seminars to be attended by senior staff members. The total of requested budgeted funds for 2017 for continuing education remains the same as the 2016 adopted budget.																															
6212000 (66255)	Employee Exams	No funds were budgeted for this cost center.																															
6410000 (64100)	Office Supplies	Typical items charged to this account are pens, staples, postage meter tape, resident card stock, hand sanitizer, envelopes, file folders, Post-It notes, etc. The total of requested budgeted funds for 2017 for office supplies remains the same as the 2016 adopted budget.																															
6410010 (64103)	Hospitality	Items include all supplies associated with coffee and tea beverages such as Styrofoam cups, creamer, sugar, stir sticks, etc. These supplies are consumed by the Stock Transfer staff. The total of requested budgeted funds for 2017 for such supplies remains the same as the 2016 adopted budget.																															
6410015 (64104)	Computer Supplies	For replacement peripheral devices such as monitors, mice, keyboards and cables for the staff. The total of requested budgeted funds for 2017 for computer supplies remains the same as the 2016 adopted budget.																															

6410020 (64105)	Equipment Expense	Equipment for the Stock Transfer office credit card reader. The total of requested budgeted funds for 2017 for equipment expense remains the same as the 2016 adopted budget.	
6410030 (64111)	Printer/Copier Supplies	Items include ink and toner for all printers other than the Konica machines (which are included in the maintenance contract) and all printer/copier paper. The budget takes into consideration the high volumes of copying by the distribution center. The total of requested budgeted funds for 2017 for printer and copier supplies remains the same as the 2016 adopted budget.	
6410033	Guest Pass Printing	Covers the cost of the materials used to create guest passes, service passes and caregiver passes. The total of requested budgeted funds for 2017 for guest pass printing materials remains the same as the 2016 adopted budget.	
6434115	Legal – Trust Review	Covers the legal costs absorbed by GRF for shareholder trusts to be reviewed prior to transferring the ownership of units to the shareholder's living trust. The 2017 budget is based on the 2017 annualized projection of 390 412 @ \$68.75 each. The total requested budgeted funds for 2017 for such trust reviews will be a decrease of \$7,675 over 2016 adopted budget.	
6435100 (64350)	Bank Service Fees	This covers the bank service fees specifically the \$38 a month charge for the Distribution credit card reader. This is a flat recurring fee. The total of requested budgeted funds for 2017 for bank service fees remains the same as the 2016 adopted budget.	
6444000 (64440)	Equipment Rental	Expenditures charged to this account cover the monthly rental of the Konica BizHub223 and BizHub Pro 951 copier machines. Per the contract annual lease expenses are: Neopost (Incl online-rate maint & e-svcs) \$1,099 BizHub223 1,340 BizHub Pro 951 (Distribution) 5,660 Post office box rental 62 Post office box rental (overflow) 1,600 Total Rental Expense \$9,761 The total of requested budgeted funds for 2017 for equipment rental remains the same as the 2016 adopted budget.	
6472000 (64700)	Equipment Repair & Maint.	This line item includes minor repairs to the department truck. The total of requested budgeted funds for 2017 for repair and maintenance remains the same as the 2016 adopted budget.	
6478000 (64940)	Service Contracts	This line item covers an annual maintenance contract to service the postage machine (\$4,343) and the mail machine parts (Priority Mailing): inserter, tower, feeder, scales and feeders (\$3,747). Also included is the maintenance expense for two Konica copier machines at \$900 per month. The Konica contract expires in 2019. The total requested budgeted funds for 2017 for such service will remain the same as the 2016 adopted budget. Note: The postage machine is on a rental basis and may not need budgeted funds for the maintenance of this machine for 2017 budgeting purposes.	

3482000 (64830)	Dues Memberships & Books	No funds were budgeted for this cost center.	
6482500 (64995)	Election Expenses	<p>Election expenses cover all Mutual annual elections as well as the GRF annual election. No provision was made in the 2017 budget for a special election.</p> <p>The total of requested budgeted funds for 2017 for election expenses includes 23 elections (15 Mutual elections and 8 GRF elections). The increase for 2017 is due to the additional number of units in odd-numbered Mutuals compared to even-numbered Mutuals.</p>	
6483201	Mail-Outs - Periodic	<p>This line item relates to the cost of inserting emergency contact sheets into the News. This occurs in July annually.</p> <p>The total of requested budgeted funds for 2017 for emergency contact sheet distribution remains the same as the 2016 adopted budget.</p>	
6484000 (64840)	Permits & Licenses	<p>DMV Registration for service vehicle \$100</p> <p>The total requested budgeted funds for 2017 will remain the same as the 2016 adopted budget.</p>	
6484500 (64860)	Postage	<p>This line item covers all postage used for mailings for all company use.</p> <p>The total of requested budgeted funds for 2017 for postage remains the same as the 2016 adopted budget.</p>	
5345000 (53450)	Membership Certificate Processing Fees – Escrow (formerly called Membership Transfer Fees)	GRF currently charges \$350 for each new membership processed through escrow. It is assumed that the number of sales in 2017 will be similar to those in 2016.	
5360000 (53600)	Membership Certificate Processing Fees – Non-Escrow (formerly called Stock Transfer Fees)	A fee of \$150 is charged to shareholders each time the ownership information on a stock certificate is modified in a non-escrow situation per Policy 5061. The 2017 budget is based on the annualized 2016 actual fees collected and is scheduled to be the same as the 2016 budgeted amount.	
5380330	Guest Pass Income	Fees are collected from shareholders for additional guest passes @ \$5 each per Policy 5536.1 and for replacement GRF ID cards @ \$10 each per card per Policy 1201.	
5380331	Copy Service Income	Fees are collected from shareholders for copy services provided in the Distribution Center.	
5380332	Trust Processing Fees	The 2017 budget assumes 75% of anticipated trust reviews (390) (412) totaling 290 309 review fees @ \$125 each. Trend shows collection of 75% of total trust reviews charged by the attorney. Fees are not collected for powers of attorney, court orders or second or more reviews of the original trust.	
5380333	Member ID Cards	<p>In order to more clearly track membership ID card income separate from guest pass income, this will be a new line item in 2017.</p> <p>Assuming a monthly average of \$135 income, the 2017 budget will be scheduled for \$1,620 annual income.</p>	

5385000 (53850)	Other Income	Other income includes co-occupant setup fees at \$50 each per Policy 5061. It is anticipated that an average of four (4) co-occupant setup fees will be collected each month in 2016.	
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Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 33 - Stock Transfer (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
Expenses - Stock Transfer												
6100000 33	Salaries & Wages - Stock Transfer	264,976	264,497	479	0.2%	132,951	265,706	(730)	265,902	(926)	614,576	(349,600)
6140000 33	Employment Taxes - Stock Transfer	22,078	21,824	254	1.2%	11,369	21,710	368	22,737	(659)	51,902	(29,824)
6142000 33	Workers' Compensation - Stock Transfer	2,618	7,110	(4,492)	-63.2%	3,040	5,572	(2,954)	6,080	(3,462)	21,058	(18,440)
6143000 33	Group Insurance - Medical - Stock Transfer	16,572	17,208	(636)	-3.7%	8,553	17,157	(585)	17,106	(534)	44,498	(27,926)
6143300 33	Group Insurance - Dental - Stock Transfer	720	624	96	15.4%	299	611	109	598	122	1,351	(631)
6143500 33	Group Insurance - Vision - Stock Transfer	624	408	216	52.9%	199	403	221	399	225	860	(236)
6144000 33	401(k) Match - Stock Transfer	6,004	5,329	675	12.7%	2,651	5,326	678	5,302	702	16,217	(10,213)
6145000 33	Group Insurance - Life - Stock Transfer	1,200	1,260	(60)	-4.8%	530	1,160	40	1,060	140	1,983	(783)
6146000 33	Long Term Disability Insurance - Stock Transfer	1,404	1,464	(60)	-4.1%	502	1,234	170	1,005	399	2,074	(670)
	Total Wages & Benefits	316,196	319,724	(3,528)	-1.1%	160,094	318,879	(2,683)	320,189	(3,993)	754,519	(438,323)
6211000 33	Continuing Education - Stock Transfer	600	600	0	0.0%	0	0	600	0	600	844	(244)
6212000 33	Employee Exams - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	259	(259)
6214000 33	Meals & Special Events - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	0	0
6215000 33	Mileage - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	86	(86)
6410000 33	Office Supplies - Stock Transfer	3,025	3,025	0	0.0%	2,409	3,934	(909)	4,817	(1,792)	11,903	(8,878)
6410005 33	Building Supplies - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	37	(37)
6410010 33	Hospitality - Stock Transfer	500	500	0	0.0%	120	370	130	241	259	139	361
6410015 33	Computer Supplies - Stock Transfer	1,035	1,035	0	0.0%	246	246	789	491	544	403	632
6410020 33	Equipment Expense - Stock Transfer	0	100	(100)	-100.0%	0	50	(50)	0	0	500	(500)
6410030 33	Printer / Copier Supplies - Stock Transfer	10,000	10,000	0	0.0%	3,397	8,837	1,163	6,794	3,206	10,173	(173)
6410033 33	Guest Pass Printing - Stock Transfer	15,000	15,000	0	0.0%	0	13,000	2,000	0	15,000	11,109	3,891
6434115 33	Legal Fees - Trust Review - Stock Transfer	28,325	36,000	(7,675)	-21.3%	14,163	32,163	(3,838)	28,325	0	34,681	(6,356)
6435100 33	Bank Service Fees - Stock Transfer	456	456	0	0.0%	217	445	11	435	21	291	165
6444000 33	Equipment Rental - Stock Transfer	9,761	9,761	0	0.0%	5,053	9,674	87	10,107	(346)	9,782	(21)
6472000 33	Equipment Repair & Maintenance - Stock Transfer	1,000	1,000	0	0.0%	162	662	338	323	677	1,676	(676)
6478000 33	Service Contracts - Stock Transfer	18,890	18,890	0	0.0%	6,983	16,223	2,667	13,966	4,924	11,002	7,888
6482000 33	Dues, Memberships & Books - Stock Transfer	0	0	0	0.0%	0	0	0	0	0	139	(139)
6482500 33	Election Expense - Stock Transfer	63,070	59,537	3,533	5.9%	15,109	60,377	2,693	30,219	32,851	69,331	(6,261)
6483201 33	Mail-Outs - Periodic	250	250	0	0.0%	0	250	0	0	250	200	50
6484000 33	Permits & Licenses - Stock Transfer	100	100	0	0.0%	99	99	1	198	(98)	99	1
6484500 33	Postage - Stock Transfer	36,000	36,000	0	0.0%	13,993	33,993	2,007	27,987	8,013	32,000	4,000
	Total Operating Expenses	188,012	192,254	(4,242)	-2.2%	61,951	180,323	7,689	123,903	64,109	194,654	(6,642)
	Total Cost Center Expenses	504,208	511,978	(7,770)	-1.5%	222,045	499,202	5,006	444,092	60,116	949,173	(444,965)
Other Cost Recovery												
5345000 33	Certificate Preparation Fee - Escrow - Stock Tr	158,000	158,000	0	0.0%	84,350	160,850	(2,850)	168,700	(10,700)	169,750	(11,750)
5360000 33	Certificate Preparation Fee - Non-Escrow - Sto	30,750	30,750	0	0.0%	17,400	30,900	(150)	34,800	(4,050)	30,300	450

Golden Rain Foundation
2017 Proposed Operating Budget - Cost Center 33 - Stock Transfer (Draft)
Data as of June 30, 2016

(A)	(B)	(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017 Total	2016 Budget	Variance	% Change	2016 YTD Actual	2016 Projected	Variance	2016 Annualized	Variance	2015 Actual	Variance
5380330 33	Guest Pass Income - Stock Transfer	20,600	20,600	0	0.0%	19,127	25,327	(4,727)	38,254	(17,654)	24,106	(3,506)
5380331 33	Copy Fee Income - Stock Transfer	3,600	3,600	0	0.0%	4,318	6,118	(2,518)	8,636	(5,036)	10,771	(7,171)
5380332 33	Trust Processing Fee - Stock Transfer	38,625	60,000	(21,375)	-35.6%	19,125	47,735	(9,110)	38,250	375	5,000	33,625
5380333 33	Member ID Card Fee - Stock Transfer	1,620	0	1,620	100.0%	0	0	1,620	0	1,620	0	1,620
5385000 33	Other Income - Stock Transfer	2,400	2,400	0	0.0%	1,650	2,850	(450)	3,300	(900)	4,100	(1,700)
	Total Other Cost Recovery	255,595	275,350	(19,755)	-7.2%	145,970	273,780	(18,185)	291,940	(36,345)	244,027	11,568
5330000 33	Income from / (Refund to) from Mutuals	248,613	236,628	11,985	5.1%	118,314	236,628	11,985	236,628	11,985	724,646	(476,033)
	Total Cost Recovery	504,208	511,978	(7,770)		264,284	510,408	(6,200)	528,568	(24,360)	968,673	(464,465)
	Net Income / (Expense)	0	0	0		42,239	11,206	(11,206)	84,476	(84,476)	19,500	(19,500)
	PAPM	3.14	2.98	0.16								
	FTE	6.00	6.00	-								

GL CODE	LINE ITEM	DESCRIPTION	EXHIBIT S																														
6100000 (61000)	Salaries & Wages	Total FTEs for 2016 will be 6.75. 6 FTEs will be transferred from cost center 33 to form this new cost center for 2016. The additional .75 FTE is for the new Mutual Administration office secretary position approved by the Board in 2015. The remaining .25 FTE of this new position will be shared with cost center 30. Other salary increases include merit increases awarded in 2015 but not budgeted in 2017 plus a .5% performance based adjustment for 2016.																															
6140000 (61400)	Payroll Taxes	Calculations are based on the current rates established by Federal and State statute. 2016 and estimated 2017 rates are listed below. <table><tr><td></td><td>2016</td><td>2017</td></tr><tr><td>SS Max Salary</td><td>\$118,500</td><td>\$118,500</td></tr><tr><td>SS Rate</td><td>6.20%</td><td>6.20%</td></tr><tr><td>Medicare Rate</td><td>1.45%</td><td>1.45%</td></tr><tr><td>SS & Med. Rate</td><td>7.65%</td><td>7.65%</td></tr><tr><td>UI Max Salary</td><td>\$7,000</td><td>\$7,000</td></tr><tr><td>UI State</td><td>3.4%</td><td>3.7%</td></tr><tr><td>UI Fed</td><td>1.8%</td><td>2.0%</td></tr><tr><td>UI Total</td><td>5.2%</td><td>5.7%</td></tr><tr><td>UI Max Total</td><td>\$364</td><td>\$399</td></tr></table>		2016	2017	SS Max Salary	\$118,500	\$118,500	SS Rate	6.20%	6.20%	Medicare Rate	1.45%	1.45%	SS & Med. Rate	7.65%	7.65%	UI Max Salary	\$7,000	\$7,000	UI State	3.4%	3.7%	UI Fed	1.8%	2.0%	UI Total	5.2%	5.7%	UI Max Total	\$364	\$399	
	2016	2017																															
SS Max Salary	\$118,500	\$118,500																															
SS Rate	6.20%	6.20%																															
Medicare Rate	1.45%	1.45%																															
SS & Med. Rate	7.65%	7.65%																															
UI Max Salary	\$7,000	\$7,000																															
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UI Fed	1.8%	2.0%																															
UI Total	5.2%	5.7%																															
UI Max Total	\$364	\$399																															
61420000 (61420)	Workers Comp Insurance	Premiums are calculated using rates assigned to four different classifications of job positions. These rates are based on the degree of physical activities involved with each position. Positions requiring more physical activities, such as inspectors, service maintenance crew and security staff have a higher rate compared to office staff positions requiring a lesser degree of physical activity. As such, some cost center budgets will show a different % change than other cost centers. The 2017 budget assumes a 0% increase over 2016 actual rates and a 29.06% decrease over 2016 budget.																															
6143000-6146000 (61430 – 61460)	EE Benefits	The 2017 budget for our group health plans, including Medical, Dental, Vision, and Life Insurance represent a 0% increase in premium rates over our 2016 budget.																															
6211000 (64810)	Continuing Education	Funds of \$1,200 are requested for continuing education and seminars to be attended by senior staff members, including CAI certification and renewals.																															
6212000 (66255)	Employee Exams	This line item includes funds to pay for any medical exam for on the job injury.																															
6214000 (64821)	Meals and Special Events	This line item will cover refreshments served during educational-based director training seminars and the realtors' conference. The total requested budgeted funds for 2017 for meals and special events, is an increase of \$200 over the 2016 adopted due to an increase in educational seminars.																															
6215000 (64820)	Mileage	This line item will cover mileage expense incurred when commuting to offsite workshops and seminars.																															
6410000 (64100)	Office Supplies	Typical items charged to this account are pens, staples, postage meter tape, resident card stock, hand sanitizer, envelopes, file folders, Post-It notes, etc.																															

6410015 (64104)	Computer Supplies	For replacement peripheral devices such as monitors, mice, keyboards and cables for the staff.	
6434120	Legal – Fair Housing	Covers the legal expenses relating to compliance to fair housing, DEFH and HUD law. 6/27/2016 – Per Randy, reduce to \$25,000.	
6438000 (64380)	Other Professional Fees	Funds are budgeted to cover educational-based Mutual board training.	
6482000 (64995)	Dues Memberships & Books	This line item will cover the CAI Membership dues and the renewal of professional periodicals and materials.	
6951000	Committee Non-Budgeted Expenses	Funds in the amount of \$1,000 per committee has been budgeted for 2016 per Policy 5516 adopted by the GRF board at its meeting on April 22, 2014. These funds are set aside for unbudgeted expenditures authorized at the committee level.	

Golden Rain Foundation
2016 Proposed Operating Budget - Mutual Administration (Draft)
Data as of June 30, 2016

(A)		(B)		(D)	(E)	(D) - (E)		(F)	(G)	(D) - (G)	(H)	(D) - (H)	(I)	(D) - (I)
GL Account	GL Name	2017	2016	Variance	%	2016	2016	Variance	Annualized	Variance	2015	Variance	Actual	Variance
		Total	Budget											
Expenses - Mutual Administration														
6100000 MAC	Salaries & Wages - Mutual Admin	342,608	382,838	(40,230)	-10.5%	185,187	377,340	(34,732)	370,374	(27,766)	0	342,608		
6140000 MAC	Employment Taxes - Mutual Admin	28,358	30,595	(2,237)	-7.3%	15,420	30,061	(1,703)	30,840	(2,482)	0	28,358		
6142000 MAC	Workers' Compensation - Mutual Admin	7,790	23,333	(15,543)	-66.6%	9,979	18,282	(10,492)	19,958	(12,168)	0	7,790		
6143000 MAC	Group Insurance - Medical - Mutual Admin	39,444	40,308	(864)	-2.1%	15,443	35,597	3,847	30,887	8,557	0	39,444		
6143300 MAC	Group Insurance - Dental - Mutual Admin	720	936	(216)	-23.1%	356	824	(104)	713	7	0	720		
6143500 MAC	Group Insurance - Vision - Mutual Admin	444	576	(132)	-22.9%	200	488	(44)	401	43	0	444		
6144000 MAC	401(k) Match - Mutual Admin	8,281	11,915	(3,634)	-30.5%	4,972	10,952	(2,671)	9,944	(1,663)	0	8,281		
6145000 MAC	Group Insurance - Life - Mutual Admin	1,560	1,704	(144)	-8.5%	750	1,602	(42)	1,501	59	0	1,560		
6146000 MAC	Long Term Disability Insurance - Mutual Admin	1,812	1,980	(168)	-8.5%	727	1,717	95	1,453	359	0	1,812		
	Total Wages & Benefits	431,017	494,185	(63,168)	-12.8%	233,034	476,863	(45,846)	466,071	(35,054)	0	431,017		
6211000 MAC	Continuing Education - Mutual Admin	1,200	1,200	0	0.0%	572	572	628	1,144	56	0	1,200		
6212000 MAC	Employee Exams - Mutual Admin	0	0	0	0.0%	0	0	0	0	0	0	0		
6214000 MAC	Meals & Special Events - Mutual Admin	1,800	1,800	0	0.0%	225	1,425	375	450	1,350	0	1,800		
6215000 MAC	Mileage - Mutual Admin	75	150	(75)	-50.0%	0	30	45	0	75	0	75		
6410000 MAC	Office Supplies - Mutual Admin	3,025	3,025	0	0.0%	732	2,257	768	1,463	1,562	0	3,025		
6410015 MAC	Computer Supplies - Mutual Admin	1,200	1,235	(35)	-2.8%	125	125	1,075	251	949	0	1,200		
6410030 MAC	Printer / Copier Supplies - Mutual Admin	500	0	500	100.0%	298	298	202	596	(96)	0	0		
6434120 MAC	Legal/Fair Housing	25,000	50,000	(25,000)	-50.0%	0	24,998	2	0	25,000	0	25,000		
6438000 MAC	Other Professional fees	8,000	10,000	(2,000)	-20.0%	0	4,000	4,000	0	8,000	0	8,000		
6482000 MAC	Dues, Memberships & Books - Mutual Admin	800	800	0	0.0%	142	342	458	284	516	0	800		
6951000 MAC	Non Bud Exp for Comm	1,000	1,000	0	0.0%	0	502	498	0	1,000	0	1,000		
	Total Operating Expenses	42,600	69,210	(26,610)	-38.4%	2,094	34,549	8,051	4,188	38,412	0	42,100		
	Total Cost Center Expenses	473,617	563,395	(89,778)	-15.9%	235,128	511,412	(37,795)	470,259	3,358	0	473,117		
5330000 MAC	Income from / (Refund to) from Mutuals	473,617	563,395	(89,778)	-15.9%	281,700	563,400	(89,783)	563,400	(89,783)	0	473,617		
	Total Cost Recovery	473,617	563,395	(89,778)		281,700	563,400	(89,783)	563,400	(89,783)	0	473,617		
	Net Income / (Expense)	0	0	0		46,572	51,988	(51,988)	93,141	(93,141)	0	500		
	PAPM	5.97	7.10	(1.13)										
	FTE	6.80	6.75	0.05										

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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. 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, 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 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.

(Feb 10)

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

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.

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 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.

(Feb 10)

GOLDEN RAIN OPERATIONS

5536.1-33

BOARD INTERNAL OPERATIONS

Gate Passes

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: To GRF BOARD in August 2016

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 10)



MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: JODI HOPKINS, MUTUAL ADMINISTRATION DIRECTOR AND
COURTNEY KNAPP, STOCK TRANSFER SUPERVISOR
SUBJECT: AMEND POLICY 5061-31, FEES
DATE: JUNE 23, 2016

When a current or prospective owner in **Mutual Seventeen** refinances or obtains a mortgage, the lender will often require information about the association. The most common request is the completion of a homeowners association (**HOA**) questionnaire. Each HOA questionnaire is unique. While simple forms may take thirty (30) minutes to complete and complex forms may take ten (10) days to complete, on average it takes three (3) hours to complete an HOA questionnaire, often with the assistance of several Foundation departments, the Mutual Seventeen Board of Directors, and corporate counsel.

Due to the costs of staff time in the preparation and duplication of requested materials, it is recommended that a fee schedule be established for the completion and distribution of Mutual Seventeen documents for lenders. The establishment of this fee schedule may be reflected in an amendment of Policy 5061, Fees.

The two most common items requested by a lender or escrow company is an HOA questionnaire and Insurance Certificate. It is suggested that only items being requested be provided. The escrow company is responsible for obtaining and providing the necessary documents to buyers in escrow, many of which are kept on file by the escrow company.

The fee would be payable to *Golden Rain Foundation* and paid at the time of request. The suggested fee schedule for Mutual Seventeen documentation via lenders or escrow is:

TYPE OF DOCUMENT	FEE SCHEDULE
HOA Questionnaire	\$100
Twelve (12) months of Board meeting minutes	\$ 50
Adopted Budget	\$ 10
Audited Financial Statement	\$ 10
CC&Rs	\$ 10
Articles of Incorporation and Bylaws	\$ 10
Insurance Certificate (provided by insurance broker)	\$ 10

I move to recommend to the Mutual Administration Committee that the tentative amendment of Policy 5061, Fees, to include a fee schedule relating to the production of Mutual Seventeen documents for lenders or escrow companies, be forwarded to the Finance Committee for consideration.

FINANCE

Fees

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

1. Membership Fee

- 1.1 Each owner and co-occupant non-owner will be required to pay a one-time membership fee.
- 1.2 The membership fee for a GRF member represents a buy-in for access to the community facilities and amenities.
- 1.3 The membership fee ~~will be~~ is calculated as eighteen (18) times the monthly GRF assessment and rounded up to the nearest dollar. ~~April 1 of each year and will be based on the following data as of December 31 of the preceding year: net trust equity divided by the sum of the members defined as Resident Status Codes 01 and 08 by the Finance Department. If the new fee varies by more than 5% of the current fee, it will be presented to the Finance Committee in May for recommendation to the Board. If applicable, the new membership fee will be implemented in July on January 1 of each year.~~
- 1.4 Existing GRF Member(s) may transfer from one mutual to another without having to pay ~~another~~ the membership fee provided that the member(s) remain(s) the same. The member(s) will, however, be charged a membership certificate processing fee for this transaction. (See section 3)
- 1.5 Membership fees shall be allocated as follows:
 - 1.5.1 Fifty percent (50%) into the GRF Capital Improvement Fund.
 - 1.5.2 Fifty percent (50%) into the GRF Reserve Fund.

2. Payment of Membership Fee

- 2.1 New members are encouraged to pay the membership fee in full at the close of the purchase escrow. ~~the Golden Rain Foundation~~ GRF has established a finance plan to pay the membership fee over a seven-year period for those members who wish to finance their membership fee.
- 2.2 Members who opt to finance the payment of their membership fee must complete a Promissory Installment Note and agree to the terms of the Note.
 - 2.2.1 If a member opts to finance their membership fee, each member shall pay a one-time upfront payment of twenty-five percent (25%) of the total membership fee at the close of Escrow, and

FINANCE

Fees

make seven (7) equal annual installment payments. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

2.2.2 The annual finance charge on matured, unpaid amounts shall be one (1) percent per month (APR of 12%) paid annually on the outstanding balance.

2.3 In the event that a unit changes ownership before the membership fee is paid in full the balance due will be paid before transfer is complete.

~~One Promissory Note is required per unit.~~

3. Membership Certificate and Processing Fee

3.1 ~~The~~ GRF shall issue one membership certificate per unit. The membership certificate may contain one or more names.

3.2 A certificate processing fee of \$150 will be charged to the unit's account each time the membership certificate is changed or altered to cover the cost of preparing, recording and/or replacing a membership certificate.

3.3 Membership Certificate and Processing fee shall be allocated to Cost Center 33 (Mutual Administration).

3.4 Transfer Fee – In Escrow

4.1 The seller of a Mutual share of stock shall pay a transfer fee of \$350 to GRF to cover the cost of transferring ownership(s).

4.2 Transfer Fee – In Escrow shall be allocated to Cost Center 33 (Mutual Administration).

4.5. Non – Owner, Co-Occupant Processing Fee

3 5.1 Non – -Owner, Co-Occupant fee of \$50 shall be charged to cover the actual set up and processing costs.

5.2 Non – Owner, Co-Occupant Processing Fee shall be allocated to Cost Center 33 (Mutual Administration).

6. Mutual Corporation Fees

6.1 Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. In accordance with the

FINANCE

Fees

Management agreement, GRF operates as the management company for the Mutuals and processes the transfer of stock certificates. GRF, as part of its duties, will apply applicable Mutual ~~Fees~~ fees for each Mutual in accordance with established Mutual policies (see 7000 policy series).

7. Stock Transfer Legal Review of Trust Fees

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

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

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

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

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

8 Lessee Annual Fee – Mutual 17 Only

FINANCE

Fees

- 8.1 The GRF ~~rent~~lessee fee ~~represents~~ is a required use fee for access to the community facilities, ~~and~~ amenities, and participation in GRF activities. The ~~renter's~~ lessee fee is calculated at ~~twenty~~ 20% of the GRF annual assessment rounded up to the nearest dollar for each occupant.
- 8.2 The ~~R~~required annual ~~renters~~ lessee fee payment ~~are~~ is due and payable in full on the date of the lease agreement ~~and on the annual anniversary date throughout the term of the rent/lease agreement~~. If ~~renter does not pay in full any expense due to GRF by its due date, the payment will be deemed delinquent if not received by the 15th of the month. All payments must be sent to the following address:~~
- Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
- 8.3 ~~If the Foundation does not receive the renters fee payment due by the date required~~If delinquent, the lessee shall pay damages to reimburse GRF for its time, inconvenience, and overhead in collecting the payment as follows:
- 8.3.1 A (twenty five dollar) \$25 late fee, and
- 8.3.2 Interest at one percent (1) per month (APR of 12% from the original date due until the date the payment is received.
- 8.4 In addition to late fees, for each check from a lessee that a bank returns for any reason, the lessee must pay:
- 8.4.1 Fifty dollars (\$50) late payment fee, and all bank charges assessed against the association.
- 8.5 If a ~~renter~~ lessee becomes more than ninety (90) days delinquent or has an unpaid balance of one hundred dollars (\$100) or greater, the lessee ~~renter~~ will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities and property, including driving privileges upon GRF Trust streets. GRF may also refer the ~~renter's~~ lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the ~~renter~~ lessee.
- 8.6 GRF reserves the right to collect the delinquent account from Lessor.
- 8.7 Lessee fees shall be allocated as follows:
- 8.7.1 fifty percent (50%) into the GRF Capital Improvement Fund.
- 8.7.2 fifty percent (50%) into the GRF Reserve Fund.

FINANCE

Fees

9. All Fees are subject to periodic review and subject to change.

Policy

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

GOLDEN RAIN FOUNDATION
SEAL BEACH, CA

ADMINISTRATION**COMMUNITY ADMINISTRATION****Homestead Declarations**

Forms for Declaration of Homestead will be maintained in the Stock Transfer Office for the following types of declarations:

1. By a single person not the head of a family.
2. By husband.
3. By wife.
4. Joint declaration of husband and wife.

The Stock Transfer Agent for the Foundation is authorized to furnish the property description necessary to complete a Declaration of Homestead for any resident.

The Stock Transfer Agent is authorized to furnish to any resident the record of sales for the previous year in order to get an estimate of the market value.

Regulation

Approved: 20 Jul 71
Title Change: 24 Aug 77
Title Change: 06 Apr 83
Title Change: 15 Apr 12

**Executive Director
Golden Rain Foundation**

(Apr 12)

COMMUNITY OPERATIONS

1610-33

CONDITIONS OF MEMBERSHIP

Membership Eligibility Criteria

All persons seeking approval of the Board of Directors of the Golden Rain Foundation to become members of the Foundation shall meet the following eligibility criteria:

1. Meet the eligibility criteria for Mutual occupant stockholders as established by the Mutual Corporation where they propose to reside.
2. Complete the Foundation Membership Application and deliver the completed application to the Stock Transfer Office.
3. Pay the required initiation and all fees in accordance with the regulations adopted by the Foundation.

The detailed regulations on initiation fees are published separately from this regulation.

Officers or committees of the Mutual Board of Directors designated to approve new members are responsible to see that the eligibility criteria of the corporation is equitably applied to all applicants. Approval or disapproval of buyer(s) must be received by the Stock Transfer Office at least eight (8) working days prior to the close of escrow.

Policy

Adopted: 20 Oct 70
Amended: 15 Feb 72
Amended: 19 Dec 78
Amended: 19 Jun 84
Amended: 16 Dec 86 (effective 01-01-87)
Amended: 21 Jul 87 (effective 08-01-87)
Amended: 20 Oct 87 (changed from 5050)
Amended: 19 Feb 91
Amended: 13 Dec 94

GOLDEN RAIN FOUNDATION
Seal Beach, California

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Co-Occupants and Qualified Permanent Residents

The community facilities of the Golden Rain Foundation are maintained for the use of stockholder/members of Seal Beach Leisure World with the following exceptions:

1. **Co-Occupants**
 - a. Senior citizens, as defined in California Civil Code Section 51.3 (c)(1), who are not stockholders/members but are approved by the Mutuals to reside with a stockholder, shall be entitled to use all of the community facilities upon payment of a fee equal to the Initiation Fee listed in Policy 5061.
2. **Qualified Permanent Residents**
 - a. Qualified Permanent Residents, as defined in California Civil Code Section 51.3(c)(1), shall be encouraged to have their names placed on the share of Mutual stock.
 - b. Persons who are not senior citizens as defined in California Civil Code Section 51.3(c)(1), who can present proof that they are eligible to be classified as Qualified Permanent Residents under California Civil Code Section 51.3(c)(2), shall be entitled to use all of the community facilities upon payment of a fee equal to the Initiation Fee listed in Policy 5061.
3. **Health Care Providers**
 - a. Permitted health care residents, as defined in California Civil Code Section 51.3(c)(6), shall be required to obtain Service Passes and are not entitled to use any of the community facilities. The administration shall furnish each Mutual a month report of those health care persons residing in the Mutual.

Policy
Adopted: 31 Jan 95

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 95)

COMMUNITY OPERATIONS

1801-33

RESIDENT CO-OCCUPANTS

Qualified Permanent Resident and Co-Occupant Agreements

A person hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation is not eligible to become a Co-Occupant and may not use the community facilities. The Resident Stockholder should apply for a service pass. Upon the death or hospitalization or other prolonged absence of the Resident Stockholder, the health Care Provider has no right to continue his or her occupancy, residency or use of the dwelling unit and the service pass shall be surrendered to the Stock Transfer Office.

A person whose name appears on a share of stock as a Nonresident Co-Owner may not reside in Leisure World as a Qualified Permanent Resident or as a Co-Occupant.

A person who had the right to reside in Seal Beach Leisure World prior to February 1, 1995, shall not be deprived of the right to continue that residency on the same basis as a result of the adoption of this change in policy.

The Executive Director is directed to establish the procedure to implement this policy.

Policy

Adopted: 12 Jun 85

Amended: 15 Apr 86

Amended: 12 Apr 94

Amended: 31 Jan 95

GOLDEN RAIN FOUNDATION
Seal Beach, California

QUALIFIED PERMANENT RESIDENT AGREEMENT

Mortgage Area No. _____

File No. _____

This AGREEMENT made and entered into this _____ day of _____, 20____ by and between SEAL BEACH MUTUAL No. _____ (hereinafter referred to as the "Corporation"), a Corporation having its principal office and place of business in Orange County, California, and _____ (hereinafter referred to as "Member") and _____ (hereinafter referred to as "Qualified Permanent Resident");

WHEREAS, the Corporation was formed for the purpose of acquiring, owning and operating a cooperative housing project to be located at Seal Beach Leisure World (hereinafter called "Leisure World"), Seal Beach, Orange County, California, with the intent that its stockholders (hereinafter called "Members") shall have the right to occupy the dwelling units thereof under the terms and conditions set forth in the Occupancy Agreement; and

WHEREAS, the Member is the owner and holder of one share of common capital stock, Series _____ of the Corporation and has a bona fide intention to reside in the project, and the Qualified Permanent Resident is qualified pursuant to Civil Code §51.3 to reside with the Member;

NOW THEREFORE, in consideration of the Mutual promises contained herein, the Corporation hereby consents to the Qualified Permanent Resident residing with the Member in Dwelling Unit NO. _____, Seal Beach Mutual No. _____, located at Leisure World.

ARTICLE 1. CHARGES

The Member hereby covenant and agrees to pay to the Golden Rain Foundation (hereinafter referred to as "Foundation") an amount equal to the then current Initiation Fee payable for membership in the Foundation in the same amount as is required of all other joint-occupant members at Leisure World.

ARTICLE 2. CARRYING CHARGES

The Qualified Permanent Resident acknowledges, covenants and agrees that in order to maintain residence with the Member that it is necessary that all monthly carrying charges as set forth in Article 1 of the Occupancy Agreement between the Corporation and the Member be paid. That the Qualified Permanent Resident has, pursuant to the Civil Code, a right to continue in residence in the event of death, dissolution of marriage, upon hospitalization or other prolonged absence of the Member, but only in the event that the carrying charges due and payable for said unit are paid. The Qualified Permanent Resident covenants and agrees to be jointly liable with

QUALIFIED PERMANENT RESIDENT AGREEMENT

the Member for all such carrying charges and assessments related to said unit.

ARTICLE 3. OCCUPANCY AGREEMENT

The Qualified Permanent Resident acknowledges reading the Occupancy Agreement existent between the Corporation and the Member and agrees to be bound by all the terms and provisions therein contained as to residency, and the fact that said unit is to be used for residential purposes only. The Qualified Permanent Resident agrees and acknowledges that the Qualified Permanent Resident, in order to maintain residence, is jointly liable with the Member for all such charges related to the Seal Beach Mutual unit being occupied.

ARTICLE 4.

The Qualified Permanent Resident agrees that no right held by the Qualified Permanent Resident to reside with the Member may be assigned nor transferred to any other person and that no immediate or collateral family member in any relationship with the Qualified Permanent Resident will be allowed to reside with the Qualified Permanent Resident.

ARTICLE 5.

The Qualified Permanent Resident is entitled to use any and all of the facilities furnished and provided for members of the Foundation at Leisure World and the Qualified Permanent Resident shall be entitled to enjoy said facilities together with the right of occupancy with the Member.

ARTICLE 7.

The Qualified Permanent Resident covenants and agrees that he/she will comply with any and all pertinent regulations, bylaws, and rules of Corporation and Foundation related to occupancy, and will endeavor with the Member to cooperate with the other residents to bring about, for all residents of the Seal Beach Mutual in which the unit is located, a high standard of home and community conditions. The Qualified Permanent Resident acknowledges, that by his/her act and actions that if the occupancy is detrimental to the peace, quiet and enjoyment of the community, that the same may result in the eviction of the Member and the Qualified Permanent Resident, and that there exists between the Member and the Corporation a Landlord-Tenant relationship. The Qualified Permanent Resident acknowledges that he/she may be requested to leave the project or be evicted in the event said individual ceases to be a Qualified Permanent Resident pursuant to the provisions of California Civil Code §51.3.

QUALIFIED PERMANENT RESIDENT AGREEMENT

SEAL BEACH MUTUAL NO. _____

MEMBER

By: _____
(Authorized Signature)

APPROVED AND ACCEPTED
GOLDEN RAIN FOUNDATION

QUALIFIED PERMANENT RESIDENT

By: _____
(Authorized Signature)

Policy

Adopted: 12 Jun 85
Amended: 12 Apr 94
Amended: 31 Jan 95

GOLDEN RAIN FOUNDATION
Seal Beach, California

**GOLDEN RAIN FOUNDATION
REQUEST FOR ADDITIONAL OCCUPANT ENTRY**

1804-33

1. Name of Qualifying Resident: _____
2. Address of Qualifying Resident: _____
3. Name of Additional Occupant: _____
4. Age of Additional Occupant: _____ Birth Date: _____ Relationship: _____
5. Reason for request to admit an Additional Occupant: _____

6. Is the Additional Occupant the spouse or cohabitant of the Resident? _____
7. Is the Additional Occupant providing primary physical support to the Resident? _____
If yes, please describe the nature of the physical support being provided (attach a separate page if necessary) _____

8. Is the Additional Occupant providing primary economic support to the Resident? _____
If yes, please describe the nature of the primary economic support being provided (attach a separate page if necessary) _____

9. Does the Additional Occupant have an ownership interest in the Resident's apartment, Mutual share of stock or Golden Rain Foundation membership? _____
If yes, please describe the basis of the ownership interest and attach a copy of any documents showing such ownership interest (attach a separate page if necessary) _____

10. Does the Additional Occupant have an expectation of an ownership interest in the Resident's apartment, Mutual share of stock or Golden Rain Foundation membership? _____
If yes, please describe the source or basis of the expectation of an ownership interest and attach a copy of any document which describes or reveals the basis for such expectation of ownership (attach a separate page if necessary). _____

(Jan 95)

GOLDEN RAIN FOUNDATION
REQUEST FOR ADDITIONAL OCCUPANT ENTRY

1804-33

The Mutual requires that the Additional Occupant be interested by a member of the Board of Directors. You will be contacted to schedule an appointment for the interview. Please provide a telephone number where the Additional Occupant can be reached. Telephone number of Additional Occupant: _____

We certify (or declare) under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of _____, 20____, at _____, California.

Print Name of Qualifying Resident _____ Print Name of Additional Occupant _____

Signature of Qualifying Resident _____ Signature of Additional Occupant _____

Date _____ Interviewed by _____

☐ APPROVED

☐ APPROVED

☐ DISAPPROVED

☐ DISAPPROVED

SEAL BEACH MUTUAL NO. _____

GOLDEN RAIN FOUNDATION

By _____ (Authorized Signature) By _____ (Authorized Signature)

Date _____ Date _____

Policy

Adopted: 12 Jun 85

Amended: 12 Apr 94

Amended: 31 Jan 95

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 95)

HANDOUTS



MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: RUBEN GONZALEZ, COMMUNITY FACILITIES MANAGER
SUBJECT: OPEN SRO REPORT
DATE: 08/04/16
CC:

Most recent chart provided by C. Miller

Month	May 2016	June 2016	July 2016
Jan-16	9	7	-
Feb-16	13	10	1
Mar-16	123	86	35
Apr-16	269	190	120
May-16	1,033	222	55
Jun-16	-	941	120
Jul-16	-	-	813
Total	1,447	1,456	1,144

Service Maintenance Updated Chart updated 08/04/16

SRO DATE	OPEN IN JAN. 2016	OPEN IN FEB. 2016	OPEN IN MAR. 2016	OPEN IN APR. 2016	OPEN IN MAY 2016	OPEN IN JUNE 2016	OPEN IN JULY 2016
OCT	4	4	-0-	-0-	-0-	-0-	-0-
NOV	11	4	-0-	-0-	-0-	-0-	-0-
DEC	252	153	121	7	-0-	-0-	-0-
JAN	1,069	289	139	16	9	1	-0-
FEB		1,179	161	-	12	-0-	-0-
MAR			1,373	-	123	79	12
APR				-	269	147	50
MAY					1,033	-	37
JUNE					941	-	-
JULY							-

Summary

What is the role of the GRF as a Management Company?

July 12, 2016

Mutual Administration Committee Meeting

All attendees at the meeting were asked to respond. There were multiple responses to many of the items listed below. Your responses will help the committee focus on the services that are most important to the Mutuals.

The Management Agreement and Trust documents set out basic services and responsibilities of GRF as providers of services from a Management Company, Service Maintenance, Security, Stock Transfer, Recreation and Physical Property as well as administration and maintenance of Trust property. Many of the responses touched on all of these areas. The Foundation was referred to as the "glue" that holds all of the Mutuals together and as the "face" we show to the world outside. We tie all of the Mutuals together and that enables economy of service.

Many of the responses were related directly to the role of the Management Company in providing services to the Mutuals. Financial management, guidance, trainings and early warnings as well as updates on legal issues were mentioned often but with the exception of financial management not all Mutuals wanted the same services. Some needed more support and some less although all felt having the services they needed was essential. It was suggested that Mutuals might pay for "extra" services as they do for extra services done by Service Maintenance.

Responders felt the services they used were good but that there is room for improvement. As Lee said, "Can we do better? Even if it costs more?" Yes. Areas suggested for improvement included not micro managing or perpetuating the idea that we will "take care of the senior population" and placing more emphasis on being an independent senior community.

Your responses will be shared with the Golden Rain Board and as I said earlier they will help this committee stay focused on serving the Mutuals.

Kathy Rapp, Chair of Mutual Administration Committee

Fee	Policy (if applicable)	Date Policy Last Amended	Time/Cost Spent	Quantity as of 7/20/16	Current Fee	Proposed Fee	Increase
Co-Occupant Setup Fee	5,061	Oct. 2015		19	50.00	100.00	950.00
Certificate Preparation Fee	5,061	Oct. 2015		132	150.00	250.00	13,200.00
POAs and Court Orders	-			50	-	75.00	3,750.00
Escrow Transfer Fee	5,061	Oct. 2015		241	350.00	500.00	36,150.00
Replace Lost ID Card (1st)	1,201	Jul. 2014		100	10.00	20.00	1,000.00
Replace Lost ID Card (add'l)	1,201	Jul. 2014		15	15.00	30.00	225.00
Extra Guest Pass	5536.1	Oct. 2014		3,700	5.00	10.00	18,500.00
Inheritor's Service Pass	5536.1	Oct. 2014		69	5.00	10.00	345.00
Additional Map	-			200	-	5.00	1,000.00
Replace Lost Caregiver Pass	-			3	-	10.00	30.00
Realtor's Service Pass	5536.1	Oct. 2014		250	-	10.00	2,500.00

Potential Revenue

77,650.00



MEMO

TO: MUTUAL ADMINISTRATION COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: NON-BUDGETED FUNDING REQUEST
DATE: AUGUST 8, 2016
CC: FILE

The Mutual Administration Department requires additional short term staffing support to perform a few key projects associated with the role as managing agent for the Mutuals.

Currently there is a clear and present need for additional staff to:

- Draft all minutes to date
- Separate all Mutual Policies
- Review al Mutual By- Laws revisions back to 2005

Action Requested:

Recommendation to the Finance Committee for non-budgeted funding in the amount of \$6,500, for the retention of temporary staffing to fulfil the above noted projects.

Mutual Administration Monthly Report for July 2016

FEES COLLECTED		
Guest Passes Sold	\$5.00	\$ 19,222.00
ID Cards Replaced	\$10.00	\$ 1,175.00
Trust Review Fees	\$125.00	\$ 22,250.00
Transfers of Stock	\$150.00	\$ 20,250.00
Co-occupant Setup Fee	\$50.00	\$ 950.00
Mutual 17 Rental Fees	\$346.00	\$ 5,593.63
Membership Fees collected	\$2,595.00	\$1,005,149.75
Distribution Copy Service	Variable	\$ 2,723.43

Total Monies Generated \$1,077,312.00

ESCROWS

Mutual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
One	7	2	5	7	8	3	10					
Two	2	3	4	2	11	7	7					
Three	2	4	2	5	0	0	3					
Four	1	3	2	4	1	0	0					
Five	2	2	3	2	3	3	2					
Six	2	3	2	0	3	4	4					
Seven	1	1	5	1	5	6	3					
Eight	1	2	3	1	1	1	2					
Nine	3	1	4	3	4	6	6					
Ten	1	3	1	1	4	1	3					
Eleven	1	1	3	1	1	2	3					
Twelve	1	4	1	3	7	3	1					
Fourteen	0	1	3	3	3	3	0					
Fifteen	3	2	6	2	1	5	3					
Sixteen	1	0	1	0	0	0	0					
Seventeen	2	1	0	0	1	1	0					
Totals	30	33	45	35	53	45	47					

ESCROW RECAP

	Sales	Sales Prices	Percentage Comparisons
Totals through July 2016	288	\$60,799,168.00	2012 through 2016
Totals through July 2015	277	\$53,949,199.00	2015 Sales (277) ↑ 4% Sales Prices ↑12%
Totals through July 2014	237	\$46,073,300.00	2014 Sales (237) ↑ 22% Sales Prices ↑32%
Totals through July 2013	395	\$52,813,450.00	2013 Sales (395) ↓ 27% Sales Prices ↑15%
Totals through July 2012	265	\$31,266,899.00	2012 Sales (265) ↑ 9% Sales Prices ↑94%

Letters

Mutual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
One	6	17	23	23	8	18	10					
Two	7	12	5	15	2	4	4					
Three	2	3	3	2	1	3	0					
Four	0	14	0	2	2	0	3					
Five	6	23	36	15	23	1	0					
Six	82	2	16	3	3	2	1					
Seven	4	4	2	0	8	7	2					
Eight	9	5	6	5	2	1	0					
Nine	5	7	7	8	1	5	0					
Ten	0	2	7	1	0	2	2					
Eleven	2	1	0	3	3	0	0					
Twelve	4	4	3	6	0	5	3					
Fourteen	15	3	5	4	12	8	2					
Fifteen	1	7	3	24	24	0	2					
Sixteen	0	0	0	0	0	6	0					
Seventeen	0	0	0	3	1	2	1					
Totals 2016	143	104	116	114	90	64	30					
Totals 2015	154	80	423	179	288	135	106					

Letters thru July 2016 - 661

↓47%

Total Letters for 2015 (1822)

Total Letters for 2013 (749)

Letters thru July 2015 - 1259

Total Letters for 2014 (1244)

Total Letters for 2012 (577)

COLLECTIONS DELINQUENT ACCOUNTS, LEGAL FEES

Mutual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
One		2,679	2,000	5,753	8,332	1,181						
Two	547	6,617	2,183	100	100	4,093	1,197					
Three			681	2,460	735	4,961	192,000					
Four						919	100					
Five			5,185									
Six	1,126	1,126	737	8,529	1,000	2,045	23,433					
Seven						1,749						
Eight			1,654	1,750			250					
Nine			1,151	2,025	1,704	2,918	5,430					
Ten			2,219			50	50					
Eleven			3,939	2,293		50,929	499					
Twelve		2,875			488	456	456					
Fourteen							5,468					
Fifteen												
Sixteen						602						
Seventeen												
Total	\$1,673	\$13,297	\$19,748	\$22,910	\$12,359	\$69,904	\$228,883					

Collections thru July, 2016: \$368,774.00 ↑158%

Collections thru July, 2015: \$142,950.00

ATTORNEY TRUST REVIEWS

Mutual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
One	2	0	3	4	2	2	6					
Two	5	4	5	4	5	3	4					
Three	2	2	3	5	3	0	1					
Four	0	0	0	0	0	1	2					
Five	2	2	1	3	3	0	2					
Six	0	2	3	4	3	2	3					
Seven	2	2	0	3	2	5	3					
Eight	1	1	1	0	1	1	0					
Nine	1	1	3	0	1	2	0					
Ten	2	0	1	3	0	0	1					
Eleven	0	0	2	4	3	0	2					
Twelve	4	2	4	1	3	4	0					
Fourteen	1	1	5	3	7	2	2					
Fifteen	0	4	2	0	4	4	3					
Sixteen	0	0	0	0	0	0	0					
Seventeen	0	1	2	1	1	3	0					
	22	22	35	35	38	29	29					

Reviews Through July, 2016: 210 ↑1%

Reviews Through July, 2015: 207

REGISTRATIONS

Mutual	Caregivers	Dogs	Cats	Others	Service ESA	Open Cases
One	23	88	51	5	2	19
Two	23	76	41	3	0	9
Three	7	51	21	1	2	5
Four	7	37	27	0	0	0
Five	14	46	16	1	1	5
Six	12	45	18	0	1	6
Seven	12	37	22	0	0	8
Eight	7	32	13	2	5	4
Nine	9	58	19	1	2	3
Ten	15	29	21	1	4	8
Eleven	5	27	13	1	1	8
Twelve	21	36	18	0	0	6
Fourteen	34	39	17	4	2	6
Fifteen	14	52	32	8	1	7
Sixteen	2	2	3	0	0	1
Seventeen	3	6	8	1	0	1
TOTALS	208	661	340	28	21	96

Total Pets & Animals 1050