

A G E N D A
EXECUTIVE COMMITTEE
Administration Conference Room
Monday, June 2, 2014 – 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of May 5, 2014
6. Correspondence
7. **REPORTS**
 - a. Mutual Administration Manager (Carol Weller)
 - b. HR Manager (Ruth Smith)
 - c. Executive Director (Randy Ankeny)
 - d. Foundation President (Mario Michaelides)
8. Foundation Member Comments
9. **UNFINISHED BUSINESS**
 - a. Amend Policy 5536.1 – Guest Passes (pg. 1)
 - b. Rescind Policy 5536.2 – Service Passes (pg. 5)
10. Committee Member Comments
11. Executive Session
 - a. Legal and Personnel Update
 - b. Approve Executive Session Minutes
12. Adjournment
13. Monthly Meeting: July 2014 – date/time to be determined

Agenda is Subject to Change

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT FOR AMENDMENT

Guest Passes Gate Passes

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

Annual Guest Passes

The Executive Director or Mutual Administration Manager is directed ~~directed~~ **authorized** to make four (4) **annual** guest passes available per unit. These **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 Office located on the first floor of the Administration Building (Building A).

The Executive Director or Mutual Administration Manager 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 \$3 ~~\$3~~ **\$5** fee will be charged for each additional pass, or when a replacement guest pass is requested.
3. The Mutual and apt. number shall be written on the ~~back~~ **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 is 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 OPERATIONSBOARD INTERNAL OPERATIONS**DRAFT FOR AMENDMENT**Guest Passes Gate PassesQuarterly Service Passes

The Executive Director or Mutual Administration Manager 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 and insurance, 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 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 Manager 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.

As set forth in Policy 5061.1, Initiation Fee, a \$5 fee will be charged for each caregiver pass, or when a replacement pass is requested.

(Feb 10)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT FOR AMENDMENT

Guest Passes Gate Passes

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

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

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

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 a 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 in a 3 by 4 inch size, 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 residents or guests is prohibited. Staff members are authorized to collect any counterfeit guest passes and direct the guest to the Main Gate office to be phoned in by the stockholder/condominium owner. Residents (Feb 10)

GOLDEN RAIN OPERATIONS

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DRAFT FOR AMENDMENT

Guest Passes Gate Passes

found in violation may lose their privilege to obtain additional guest passes at the discretion of the Executive Director or Mutual Administration Manager.

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:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 10)

GOLDEN RAIN FOUNDATION**BOARD INTERNAL OPERATIONS****RESCIND****Service Passes - Regulation**

Under the provisions of Policy 1943, Motor Vehicle Registration - Other, an alternate to issuing decals for service vehicles is a Service Pass. In addition to vehicles, Service Passes are also issued to persons involved with community college activities and individuals working for residents in their homes. The procedure for issuing Service Passes is as follows:

1. All departments will prepare a list of names and addresses of companies and persons requesting Service Passes, along with the reason for the request, and forward the list to the Physical Property Department to the attention of the clerk typist. The Administrative Services Department may issue Service Passes directly to church representatives. The Stock Transfer Office may issue Service Passes directly to representatives of a share of stock, other than a shareholder. These departments will serially number the passes and forward the information to the clerk typist in the Physical Property Department.
2. After receiving the approved Physical Property Pass Authorization forms, the clerk typist will serially number the passes and issue them to the appropriate department for distribution.
3. The Physical Property Department is responsible for maintaining a register showing date of issue, person requesting, person issuing, serial number and reason for issuance of all Service Passes.
4. The Physical Property Department will report quarterly to the Executive Director the number of Service Passes issued to each department by name and serial number.
5. The Executive Director's Office will report quarterly to the President of the Foundation the number of Service Passes issued.
6. Any question about requests for Service Passes will be referred to the Executive Director.

Regulation

Effective: 21 Mar 78
 Amended: 05 Jun 80
 Amended: 06 Apr 87
 Amended: 01 Dec 94
 Amended: 15 Aug 00

Executive Director
Golden Rain Foundation

(Aug 00)