



A G E N D A
EXECUTIVE COMMITTEE

Tuesday, May 12, 2015, 1:00 p.m., Administration Conference Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of April 14, 2015 (pp. 11-28)
6. Correspondence (pp. 1-6)
7. Reports
 - a. Mutual Administration Director (Carol Weller)
 - b. Human Resources Director (presented by Randy Ankeny)
 - c. Executive Director (Randy Ankeny)
 - d. Architectural Design and Review Subcommittee (Joy Reed)
 - e. Emergency Preparedness Subcommittee (Kathy Rapp)
 - f. Mutual Administration Subcommittee (Kathy Rapp)
8. Shareholder/Member Comments
9. New Business
 - a. Adopt Policy 4158-20, Media Relations (p. 7)
 - b. Adopt Policy 5024-30, Committee Structure (pp. 8-9)
 - c. Adopt Policy 5611-30, Calling a Special Board Meeting (p.10)
10. Executive Session
 - a. Personnel Update
 - b. Approve Executive Session Minutes
11. Adjournment

The next monthly meeting date and time will be announced.

Suggestions for
Leisure World
Name Change

(1) "Global Beach
Community"

(to correspond with
Globe in front)

(2) "Golden Globe
Community"

SYLVIA VOLLEN
MI # 35L
St. Andrews

over →

(3) "Universal
Beach Community"

I think it all
corresponds with
Globe in
front

You are keeping
the Globe

213 300-0087



Anne Walshe

4/16/15

1060 Brookline Rd 212C

Seal Beach, CA 90740

562-296-8501

To the Communications Committee,

Executive Committee, and

Policy Re-Write Subcommittee:

I have lived in Leisure World almost five years and had many letters to the editor published in the GR News. I know the policies....no more than 250 words, no more than one letter per month, no reference to another shareholder by name.

Recently when these policies were not followed by the News Staff, rather than disciplining the staff who made the error and offering an apology, you have elected to impose a six month hiatus on all letters in the paper. I fail to see the logic here. It appears that you are suppressing opinions other than your own. What problem are you trying to fix? This as you know is a free country where all citizens are entitled to express an opinion....isn't that our 1st amendment right?

What it appears that you are doing, aside from preventing the publishing of opinions you may not agree with, is proving to us once more that continuity is not important to our Leisure World Board. What is decided in committee one year, does not carry over to the next year. No, the new committee re-invents the wheel all over again. The waste of time and energy does not seem to concern you.

Why now? Possibly because you refuse to do any planning, you continue to take up one project after the next at a whim or whatever it is that motivates you. This issue was not on fire, why are you addressing it now? And why can't we continue to have letters under the old policy until the new policy is written and distributed?

Please don't let me hear 'We were elected to make decisions.' The majority of you were self-appointed, not elected. Please don't misrepresent the facts.

Anne Walshe

Mutual 9

Mrs. Carole Damoci, Chair
Executive Committee
Golden Rain Foundation
Seal Beach, CA

1 May 2015

Requested Agenda Item: Community Name & Image

Dear Mrs. Damoci and Committee Members,

Would you please add this item on the next May 12 Executive Committee Agenda for discussion? We seek full information about current communications with RRLH Inc. And we also request that we be given an opportunity to speak at this meeting.

We were appreciative that Mrs. Damoci attended the meeting of the Where We Live Club, with Mr. Randy Ankeny, on Thursday, April 16. Many of our members are asking us questions about 'Name Change'.

We understand that RRLH Inc. continues to make trademark claim to the name Leisure World. We also understand that our GRF Board is continuing discussions with RRLH Inc. based on the opinion of our attorney who claims that RRLH Inc. has 'no case'. We believe shareholders need to know the status of this situation and associated expenses to continue what we believe to be a misguided conversation.

RRLH Inc. does indeed own the trademark Leisure World, and any thought to bring this to court to settle would be a further waste of shareholder money. Do you remember how our attorneys (mis) led us to fight Davis-Stirling? GRF Board members are only human, and egos who want to "win" are mother's milk to these attorneys.

Why not simply change the name? We will then own the community name, refresh our image, and end unnecessary legal expense. More than half the Leisure Worlds built no longer use the name. What advantage is there to keeping the Leisure World name? We're stuck with an outdated name and only feed the coffers of RRLH.

After attending the April 16 meeting, we (Anne Seifert, Peggy Keller, Darnell Cook) realized that information was not forthcoming from the GRF Board to us or to our shareholders. We asked for information on what is presently transpiring between RRLH Inc. and Golden Rain Foundation. We were told that the discussions were not about name change and that no agreements (contracts) would be signed. We were also under the impression that "possible potential litigation" is the reason for lack of transparency: attorney-client privilege. When we stated that shareholders are the "clients", Mrs. Damoci corrected us, that the "Mutuals are the clients". Don't all shareholders comprise the "mutuals" and don't all shareholders pay the bills?

When is enough... enough? When does this Board view this issue in light of fiscal responsibility? Already, more has been spent on attorneys than the cost to change the name. And most shareholders, even those who like the name Leisure World, would rather change the name than pay attorney fees!

The only reason GRF would hire attorneys to fight RRLH Inc. would be to keep the name. Instead those monies could be budgeted for name change. And if Agreements are being discussed behind closed doors, shareholders should know!

Sincerely,
Where We Live Club

Anne Seifert
Anne Seifert, President

Peggy Keller
Peggy Keller, Vice-President

Darnell Cook
Darnell Cook, Secretary/Treasurer

Supporting GRF Members: (name & mutual)

Edith A Hugo - Kismora Mutual 2
Paul of Pam TAPPAN MUTUAL 2
Betty Coven Betty Coven Mutual 5
Carl Bonhomme Mutual 5
Jed Hoyt M 2
Helen Coats M-9
Roger Northrop M-17
Florence Dartt M 14
Michael D Oh M-1, 39F
Ann J. Moore M-4
Mike Moneys 5-142

Community Name Change & Image

What follows are excerpts from a report written in 2011 by a member of the Leisure World Maryland Board of Directors. He was kind enough to share this-- to let us know their process, concerns, and approach to potential name change.

Introduction

The purpose of this document is to present objective, impartial information that should be considered before making a decision regarding the community name.

Marketing

A brand name marketing study was commissioned in 2009.

Results: Some responded to retaining the name, some in contrast, stated we should change the name as outsiders perceived it was an "old folks home - Seizure World". 34% of the total residents responded, 32% to keep the name, 60% to change the name, 8% were undecided.

The following schedule is provided for possible name change.

Final selection of the name change, from the most promising candidates, shall be made by the Board of Directors.

Proposed Schedule

1. Present the suggested draft of a proposal to study considerations for possible change of the Leisure World name to the Executive Committee.
2. Introduce a proposal to study considerations for possible name change.
3. Committee reports its overall financial findings and recommendations to the for a survey.
4. Publish an article in the Leisure World News, have an open community forum on a name change and execute a name change survey.
5. Report on survey results and, based on the survey results, introduce a resolution for Board approval or disapproval to proceed with the community name change process.
6. Assuming prior approval to proceed, develop the methodology, with community participation, to select candidates for a new community name.
7. Present method of name selection to the Board.
8. Solicit recommendations for a new name from the community.
9. **Provide Board with a summarized list of name change recommendations.**
10. **BOD makes final selection for a community name based on community recommendations.**
11. Develop and schedule implementation plan.



Note:

(from Where We Live Club):

Our own community "grass roots" process has followed a similar pattern of steps. We have proceeded up to and including step #9. There are only two more steps for our GRF Board to take: final name selection and implementation.

The trend is to change image, and gain control:

Names of the other Leisure Worlds

Leisure World Seal Beach, CA

Rossmoor, Walnut Creek, CA

Laguna Woods, CA

Leisure World. Mesa, AZ

Leisure World, Silver Spring, MD

Lansdowne Woods, Lansdowne, Virginia

Rossmoor, Monroe Township, New Jersey

Wynmoor Village, Coconut Creek, Florida

MEDIA RELATIONS POLICY

ADOPT

GENERAL POLICY

The Golden Rain Foundation (GRF) recognizes that one of the most effective and quickest ways to communicate GRF policies and activities is by working in partnership with the news media.

Policy

Inquiries from the media are given a high priority by GRF and should be responded to as quickly and efficiently as possible.

The Executive Director is responsible for GRF's media relations. All GRF employees shall notify the Executive Director about all media inquiries.

GRF Spokespersons

Unless otherwise authorized, the designated GRF's spokespersons are:

- The Executive Director
- The GRF President

Exceptions regarding departmental spokespersons may be made at the discretion of the Executive Director or the GRF President.

Media Inquiries

All media inquiries received by GRF staff should be referred immediately to the Executive Director. Please obtain the reporter's name, phone number, topic of story and deadline.

GRF-Initiated Information

All proactive media contact is initiated through the office of the Executive Director or the GRF President. This includes issuing press releases and media advisories. Departments seeking publicity for events or activities should contact the Executive Director to ensure the best media coverage of their activities.

Policy

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

Adopted:

(May 15)

Page 1 of 1

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

ADOPT

Committee Structure

The Golden Rain Foundation (GRF) Board of Directors (BOD) has three (3) types of committees.

1. Standing Committees.

See policy 5020-30.

2. Sub-committees:

- a. Sub-committees are approved by a standing committee. The Chair of the standing committee appoints the Sub-committee and names the Chair;
- b. A Sub-committee is used to do the research on a specific project that would take too much time during a committee meeting;
- c. Sub-committees have no power to make decisions. Their findings are to be presented to their standing committee. The standing committee will decide if a recommendation is to be presented to the full BOD;
- d. Sub-committees need not be approved by the GRF BOD; and
- e. Sub-committees expire upon the election of a new BOD.

3. Ad hoc Committees.

- a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.
- b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. (Robert's Rules, 11th ed., p. 502.) For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.
- c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee. (Robert's Rules, 11th ed., p. 492.)

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

ADOPT

Committee Structure

- d. Ad hoc committees have no power to make decisions.
- e. Ad hoc Committees can be named four (4) ways.
 - i. The GRF president may appoint an Ad hoc committee if it's for something that effects more than one (1) standing committee. The Ad hoc committee reports to the full GRF BOD.
 - ii. The GRF President may appoint an Ad hoc committee after a recommendation from a standing committee. The Ad hoc committee reports to the standing committee that recommended its formation.
 - iii. A standing committee is able to go directly to the BOD if the GRF President is not willing to make the recommendation. The Ad hoc committee then reports to the standing committee that recommended its formation.
 - iv. An Ad hoc committee recommended by the BOD answers to the BOD.
- f. All Ad hoc committees must be approved by the GRF BOD.

All Ad hoc committees must be approved by the GRF BOD.

Policy
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS**BOARD MEETINGS****ADOPT****Calling a Special Meeting**

By-Laws of the Golden Rain Foundation, Article V. Board of Directors, Section 3 state the following:

“Special meetings of the Board may be called at any time by the President, or if he (he/she) is absent or unable or refuses to act, by any Vice President, or the Secretary or by any two (2) Directors, or by one Director if only one is in office.”

Calling the Meeting. (Corp. Code §7211(a)1.) Davis-Stirling Act. “Unless otherwise provided in the articles or in the bylaws, board meetings may be called by the chairman or president or any vice president or the secretary or any two directors.”

Policy
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California



EXECUTIVE COMMITTEE MINUTES
Tuesday, April 14, 2015

The meeting of the Executive Committee was held on Tuesday, April 14, 2015. The meeting was called to order at 1:00 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance, led by shareholder Patricia Davenport.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Ms. L. Stone
	Mr. B. Lukoff	Ms. R. Winkler
	Mr. P. Moore	Mrs. M. Wood
	Ms. K. Rapp	

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Ms. R. Smith, Human Resources Director
	Mrs. C. Weller, Mutual Administration Director
	Ms. C. Knapp, Stock Transfer Supervisor
	Mrs. D. Bennett, Recording Secretary
	Mr. P. Hood, GRF Representative, Mutual Five
	Mr. S. McGuigan, GRF Representative, Mutual Eight
	Mrs. J. Reed, GRF Representative, Mutual Four
Ms. P. Snowden, GRF Representative, Mutual Two	
Three Foundation Members	

CHAIR'S ANNOUNCEMENTS

The Chair welcomed the guests, committee members and staff, and reviewed meeting protocol. The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Executive 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 Board of Directors 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/shareholder comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in May.

The Committee reached consensus to remove agenda item 10. d., Policy Regulating Access to Corporate Records by Directors, and to add agenda item 10. o., POS/Credit Cards.

MINUTES

The regular meeting minutes of March 10, 2015 were accepted by the Chair of the Executive Committee, as written.

CORRESPONDENCE

Correspondence directed to the Committee was received from Mrs. Damoci requesting each Committee permit the Policy Rewrite Sub-committee to append the appropriate cost center number to all policies reviewed.

REPORTS

Mutual Administration Director

The Mutual Administration Director presented her report, as attached.

Human Resources Director

The Human Resources Director presented her report, as attached.

Executive Director

The Executive Director requested and received consensus from the Executive Committee to release capital funds to approve two evacuation chairs; \$5,000.00 has been allotted for this purpose in the 2015 Capital Budget.

The Executive Director announced the resignation of the Human Resources Director, Ruth Smith.

City of Seal Beach Centennial Brick Program

As outlined by the Executive Director, it is recommended that the Executive Committee approve to recommend to the GRF Board the use of Trust Property for the purpose of the installation of Centennial commemorative bricks as follows:

1. Total space allocation shall not exceed 1,000 bricks (approximately 220-250 square feet).
2. The City of Seal Beach is to bear the cost of installation (the City has agreed to pay for up to 1,000 square feet of bricks or approximately 4,000 bricks).
3. All bricks must only represent current and/or past Shareholders/members.

Mrs. Winkler MOVED, seconded by Ms. Rapp –

TO recommend the GRF Board permit the use of Trust Property for the purpose of the installation of Centennial commemorative bricks.

One Committee member and the Executive Director spoke on the motion.

The motion was carried with one no vote (Damoci).

Production of Caregiver Passes

Ms. Rapp MOVED, Mrs. Wood seconded -

TO approve the purchase of all the components (including a Dell Color Printer, lanyards, hologram stickers, etc.,) not to exceed \$2,500.00, for the production of caregiver passes.

One Committee Member spoke on the motion.

Ms. Rapp and Mrs. Wood amended their motion and second and carried unanimously-

TO approve the purchase of all the components (including a Dell Color Printer, cloth lanyards, hologram stickers, etc.,) not to exceed \$3,000.00, for the production of caregiver passes.

Architectural Design Review and Sub-committee

The Chair of the Architectural Review and Design (ARD) Sub-committee presented her report, as attached.

Emergency Preparedness Sub-committee

The Chair of the Emergency Preparedness Sub-committee presented her report, as attached and noted that there was no meeting in March, 2015.

Mutual Administration Sub-committee

The Chair of the Mutual Administration Sub-committee presented her report, as attached.

Ms. Rapp MOVED, seconded by Mrs. Wood and carried unanimously-

TO recommend to consult the HUD lawyer regarding how to qualify an emotional support pet, not to exceed \$1,500.00, in order to limit our liability exposure.

SHAREHOLDER/MEMBER COMMENTS

Two shareholder/members spoke on the caregivers' pass lanyard and a request for medication.

UNFINISHED BUSINESS

Employee Handbooks

Ms. Stone MOVED, Mrs. Winkler seconded and carried unanimously-

TO recommend to the GRF Board approval of the Employee Handbook.

NEW BUSINESS

Community Tours

Requests are routinely received from various groups wishing to tour the community; their requests are being denied due to a lack of a clear and defined procedure and/or policy. It is requested that the Committee determine the merits of allowing community tours by outside groups.

Five shareholders spoke on the agenda topic.

The Committee reached consensus to have the Policy Re-write Sub-committee review a proposed policy regarding community tours.

Policy 5610-30, Participation by Foundation Members

Policy 5610-30, Participation by Foundations Members was updated by the Policy Re-write Sub-committee to reflect civil code number updates, change references to the Golden Rain Foundation to GRF, references to the Board of Directors to BOD and amend the responsibility of Shareholder/member comment cards to a staff member rather than the Deputy Secretary.

Ms. Rapp MOVED, Mr. Moore seconded-

TO recommend the Board of Directors amend Policy 5610-30,
Participation by Foundation Members.

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

The motion was carried unanimously.

Policy 5604-30, Publication of Minutes

Policy 5604-30, Publication of Minutes, has been updated to reflect current practices.

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously -

TO recommend the Board of Directors amend Policy 5604-30,
Publication of Minutes.

Rescind Regulation 4730 – Corrective Interviews, Rescind Regulation 4270 – Community Rules and Regulations, Regulation 4502.1 – Payroll Computation, Regulation 4350 – Military Leave, Regulation 4321 – Sick Leave Regulation

Ms. Stone MOVED, Ms. Rapp seconded and carried unanimously -

TO rescind Regulation 4730 – Corrective Interviews, Rescind Regulation 4270 – Community Rules and Regulations, Regulation 4502.1 – Payroll Computation, Regulation 4350 – Military Leave, Regulation 4321 – Sick Leave Regulation

Rescind Policy 1330-20, Complaints Concerning Staff

This policy is handled through personnel policies.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

TO recommend the GRF Board rescind Policy 1330-20, Complaints Concerning Staff.

One Committee member and the Human Resources Director spoke on the motion.

The motion was carried unanimously.

Rescind Policy 2161-20, Personnel Department Reports

This policy is redundant or handled through personnel policies.

Mr. Lukoff MOVED, seconded by Ms. Rapp and carried unanimously-

TO recommend to the GRF Board to rescind Policy 2161-20, Personnel Department Reports.

Rescind Policy 4130 -20, Jury/Witness Duty

This policy is handled through personnel policies.

Ms. Rapp MOVED, seconded by Mrs. Wood and carried unanimously-

TO recommend to the GRF Board to rescind Policy 4130-20, Jury/Witness Duty.

Discussion Item Policy 5090 – Safety and Health Policy

A discussion of the Policy 5090, Safety and Health Policy, was undertaken by the Committee. It was the consensus of the Committee that aspects of the policy could lead to additional liability rather than an enhancement of services to the community.

Ms. Rapp MOVED, seconded by Mrs. Wood and carried unanimously-

TO recommend to the GRF Board to rescind Policy 5090, Safety and Health Policy.

Amend Policy 4631-20, Service Awards

The amendment to Policy 4631-20, Service Awards, incorporates current practice.

Ms. Rapp MOVED, Mr. Moore seconded, and carried unanimously -

TO recommend to the GRF Board to amend Policy 4631-20, Service Awards.

Amend Policy 4340-20, Leaves of Absence

Policy 4340-20, Leaves of Absence, has been expanded to include Federal and State-mandated leaves of absence to be provided to employees.

Ms. Rapp MOVED and Ms. Stone seconded-

TO recommend to the GRF Board to amend Policy 4340-20, Leaves of Absence.

Three Committee members and the Human Resources Director spoke on the motion.

The motion was carried unanimously.

Amend Policy 4330-20, Bereavement Leave

The amendment to Policy 4330-20, Bereavement Leave, extends inclusion of domestic partners and legal guardians.

Ms. Rapp MOVED, Ms. Stone seconded, and carried unanimously -

TO recommend to the GRF Board to amend Policy 4330-20, Bereavement Leave.

Amend Policy 4360-20, Holidays

The amendment updates Policy 4360-20 to concur with the Employee Handbook and current practice.

Ms. Stone MOVED, Ms. Rapp seconded and carried unanimously-

TO recommend to the GRF Board to amend Policy 4360-20, Holidays.

Seven Committee members, one shareholder, the Executive Director and the Human Resources Director spoke on the motion.

Amend Policy 4502-20, Pay Provisions

Policy 4502-20, Pay Provisions, was amended to update the policy content to concur with current practice.

Ms. Rapp MOVED, Mr. Lukoff seconded, and carried unanimously -

TO recommend to the GRF Board to amend Policy 4502-20, Pay Provisions.

The Committee Chair declared a recess at 3:10 p.m.; the meeting resumed at 3:20 p.m.

Amend Policy 4320-20, Sick Leave

The State of California has granted sick time to part-time employees; it is recommended that the Board approve an allotment of 24 hours of sick time pay for part-time employees to facilitate this new legislation.

Ms. Rapp MOVED, Mrs. Wood seconded, and carried unanimously -

TO recommend to the Board to amend Policy 4320-20, Sick Leave, effective July 1, 2015.

Adopt Policy 4322-20, California Sick Leave

California Sick Leave ("Cal Sick Leave") benefits are provided to all employees based on the Healthy Workplaces, Healthy Family Act of 2014.

Ms. Rapp MOVED, Mrs. Wood seconded and carried unanimously -

TO adopt Policy 4322-20, California Sick Leave, effective July 2015.

Credit Card Solutions

The Executive Director requested to install a POS/credit card solution in the Distribution office. The service will be evaluated at the end of the year. After general discussion, it was the consensus of the Committee to approve the POS/Credit Card Solution, with a \$10.00 minimum established for the use of a credit or debit card.

Human Resources Manager Position Description

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously-

TO add to today's agenda, item 10.p. amendments to the Human Resource Director position description, due to an unexpected resignation.

Mr. Moore MOVED, seconded by Ms. Rapp and carried unanimously-

TO amend the Human Resource Director position description.

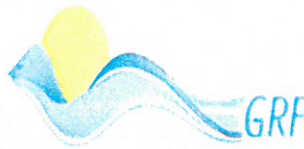
Ms. Stone MOVED, seconded by Mrs. Wood and carried unanimously –

TO go into Executive Session at 3:57 p.m.

The Committee returned to the regular session at 4:24 p.m.

The Executive Committee meeting was adjourned at 4:25 p.m.

Carole Damoci
Chair, Executive Committee
/dfb



Executive Committee Report April 14, 2015

Presented By: Carol Weller,
Mutual Administration Director

A.

Variance Report: For Cost Center 33:

6100000	Salaries & Wages	\$ 4,472.00	Under Budget-due to Social Service staff
6410000	Office Supplies	\$ (1,860.00)	Over Budget-due to supplies needed
6484500	Postage	\$ 1,083.00	Under Budget- not mailing out certified mail as often
5345000	Certificate Preparation Fee- Escrow	\$ 1,225.00	Over Budget-Escrows - Slight increase
5360000	Certificate Preparation Fee	\$ 1,100.00	Over Budget-due to decrease of transfers
5380330	Guest Pass Income	\$ 377.00	Over Budget- price increase from \$3.00 to \$5.00 pr pass

B.

Project Report:

1. Mutual Attorney's Opinions re: Liability Insurance	Completed – Pending Policy Development in progress with Pres. Council Committee
2. Policy for golf carts (electric or gas driven) to be insured	Completed
3. Review and Update of Welcome to Leisure World Booklet	In progress Mutual Admin Sub Com.
4. Caregiver ID/Badge and printer (Courtney Knapp)	In progress Mutual Admin Sub Com.
5. Review of Pet Policy & Service Animal Requirements	In progress Mutual Admin Sub Com.

C.

General Actions Mutual Administration:

1. Aging Receivables Collected through March 2015	\$75,064.00
2. Open Mutual Legal Cases in litigation:	
3. Open Insurance Cases in settlement:	7
4. Rules Compliance Letters sent to date in 2015:	657
5. Rules Compliance Letters sent in 2014:	1244 total year
6. Social Services open cases through to date in 2015:	113

D.

General Actions Stock Transfer:

1. Total Escrows through March, 2015:	85 Even over 2014
2. Total Sales prices for units sold through March, 2015:	\$16,814,400.00 ↓ Down \$332,700
3. total Membership Fees Collected through March, 2015	\$194,921.00
3. Total Caregivers registered through February 2015:	256
4. Pets Registered through February 2015:	Dogs 570
	Cats 301
	Other 13

E.

GRF Requests for Mutual Board Action

	Davis/ Stirling Yes or No	Community BBQs Areas Yes or No	Fire Stops Yes or No	Mut. Bank Accts. Escr. Deposits	Renewal Towing Contract	Edison Energy Savings	Edison ESA Appliance
1			Yes				Yes
2							Yes
3	Yes	No		Yes	Yes		
4	Yes	No	Yes	Yes	Not yet	Yes	
5					Yes		
6					Yes		
7					Yes	No	
8					Yes		Yes
9	No	No	No	Yes	Yes	Yes	Yes
10							
11			Yes				
12	Yes	No			No		
14							Yes
15							Yes
16					Yes		
17	Yes	N/A	Pend. Cost	N/A	Yes		No

Mutual Administration

A.

Aging Receivables

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Mutual 1	-0-	\$3,304	\$3,242										\$ 6,546
Mutual 2	\$11,024	\$2,518	\$0										\$13,542
Mutual 3	-0-	-0-	\$1,375										\$1,375
Mutual 4	\$10,827	-0-	\$0										\$10,827
Mutual 5	-0-	-0-	\$4,085										\$4,085
Mutual 6	-0-	-0-	\$1,486										\$1,486
Mutual 7	\$5,990	\$3,468	\$1,030										\$10,488
Mutual 8	-0-	-0-	\$0										-0-
Mutual 9	-0-	\$2,779	\$2,600										\$5,379
Mutual 10	-0-	-0-	\$0										-0-
Mutual 11	\$5,517	-0-	\$851										\$6,368
Mutual 12	-0-	\$1,100	\$1,477										\$2,577
Mutual 14	-0-	-0-	\$0										-0-
Mutual 15	\$5,727	\$175	\$5,983										\$11,885
Mutual 16	-0-	-0-	\$0										-0-
Mutual 17	-0-	\$504	\$0										\$504
Total	\$39,087	\$13,848	\$22,129										\$75,064

B.

Legal and Insurance Cases

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Legal	7	9	25									
Insurance	2	2	7									

C.

Recap

Rules Compliance Letters sent 2015: 657	Total in 2014: 1244	Total in 2013: 749
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	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Mutual 1	0	19	170										198
Mutual 2	3	1	77										81
Mutual 3	1	0	5										6
Mutual 4	1	1	10										12
Mutual 5	4	2	4										10
Mutual 6	38	5	41										84
Mutual 7	1	4	4										9
Mutual 8	33	9	4										46
Mutual 9	16	14	13										43
Mutual 10	2	5	57										64
Mutual 11	2	1	4										7
Mutual 12	2	3	16										21
Mutual 14	2	2	3										7
Mutual 15	10	9	6										25
Mutual 16	0	0	0										0
Mutual 17	39	5	0										44
Total	154	80	423										657

D.

Escrows Closed & Yearly Recap

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Mutual 1	3	4	2										
Mutual 2	3	3	6										
Mutual 3	2	0	1										
Mutual 4	1	1	1										
Mutual 5	2	2	2										
Mutual 6	0	1	4										
Mutual 7	2	1	2										
Mutual 8	2	4	5										
Mutual 9	0	3	1										
Mutual 10	0	1	1										
Mutual 11	0	1	0										
Mutual 12	0	2	2										
Mutual 14	0	2	4										
Mutual 15	5	1	7										
Mutual 16	0	0	0										
Mutual 17	0	1	0										
Total	20	27	38										

Monthly Escrow Recap over 2014		SALES	
2015	Total Monthly Sales Year-to-Date – Even →	2015 → 85 2014 → 85	Total Money Sales Year-to-date ↓ \$332,700
2014	Total Sales for year	419	Total Money Sales 2014
2013	Total Sales for year	629	Total Money Sales 2013
2012	Total Sales for year	458	Total Money Sales 2012

E.

Membership Fees Collected to date 2015:

\$194,921.00

F.

Trust Letters Sent to Attorney

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Mutual 1	1	0	3										4
Mutual 2	5	1	1										7
Mutual 3	1	0	0										2
Mutual 4	1	2	3										6
Mutual 5	2	3	2										7
Mutual 6	4	0	0										4
Mutual 7	1	1	1										3
Mutual 8	1	2	1										4
Mutual 9	1	1	4										6
Mutual 10	0	0	0										0
Mutual 11	0	1	1										2
Mutual 12	1	5	1										7
Mutual 14	3	3	1										7
Mutual 15	5	4	5										14
Mutual 16	0	0	0										0
Mutual 17	1	3	0										4
Total	27	26	23										76

G.

Registered Pet Report

Caregivers Registered Report

	Pets Dogs	Pets Cats	Other Pets
Mut 1	72	32	3
Mut 2	66	34	1
Mut 3	44	22	1
Mut 4	33	23	0
Mut 5	37	14	1
Mut 6	43	19	0
Mut 7	30	22	1
Mut 8	30	9	2
Mut 9	52	18	0
Mut 10	20	23	1
Mut 11	27	15	1
Mut 12	28	17	1
Mut 14	40	15	0
Mut 15	38	27	0
Mut 16	3	3	0
Mut 17	7	8	1
Total	570	301	13

	Caregivers Registered
Mut 1	18
Mut 2	32
Mut 3	33
Mut 4	19
Mut 5	19
Mut 6	12
Mut 7	15
Mut 8	10
Mut 9	27
Mut 10	25
Mut 11	10
Mut 12	19
Mut 14	25
Mut 15	25
Mut 16	1
Mut 17	1
Total	297

Total Pets 884

H.
Social Services

Mutuals	Cases Open	Cases Closed	Types of Cases						
				Jan	Feb	Mar	Apr	May	Jun
1	10	0							
2	14	1	Total New Cases	21	11	17			
3	7	1	Closed Cases	12	22	12			
4	5	0	Home Visits	32	26	24			
5	8	0	Office Visits	25	12	5			
6	4	2	Calls	48	46	33			
7	6	2	County Reports	3	2	3			
8	4	1	Resource Information	23	12	12			
9	3	0	GRF Department Referral	15	12	3			
10	1	0	Health Care Center Referral	7	11	4			
11	5	0	Total →	186	154	113			
12	3	0							
14	3	1							
15	2	0							
16	1	0							
17	1	0							
				Jul	Aug	Sep	Oct	Nov	Dec

**Golden Rain Foundation Executive Committee
Human Resources Report – April 14, 2015**

1) **GRF – Budget Variance Information** – GRF has a year-to-date favorable variance of **\$155,310** in Salaries and Employee Benefits as of the end of March. The major variances are detailed below:

a) **Salaries & Wages – \$56,006**

- i) Due to leaves of absence, several employees did not receive compensation during the first quarter. Most of these employees have returned to work.
- ii) Management has been managing overtime very diligently. Overtime has a year-to-date favorable variance of over \$21,000.
- iii) We've had several open positions that have not been filled immediately.

b) **Workers' Compensation – \$73,350**

- i) Reduction of annual premiums.
- ii) Adjustment processed in March for 2014 WC audit refund in the amount of \$59,718.

c) **Group Insurance-Medical – \$11,795**

- i) Premiums for the new plan year were negotiated lower than projected.

d) **401(k) Match – \$11,557**

- i) There has been a reduction in employee contributions compared to budget.
- ii) New hires that have replaced long term employees are not eligible to receive match during first year of employment.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses				
6100000	Salaries & Wages	1,751,640	1,807,646	56,006
6100001	Vacation Accrual Expense	10,823	0	(10,823)
6101000	Commissions	9,662	8,466	(1,196)
6110000	Pay for Performance Provision	0	9,041	9,041
6140000	Employment Taxes	172,663	176,129	3,466
6142000	Workers' Compensation	110,027	183,377	73,350
6143000	Group Insurance - Medical	161,388	173,183	11,795
6143300	Group Insurance - Dental	4,127	4,036	(91)
6143500	Group Insurance - Vision	2,409	2,436	27
6144000	401(k) Match	31,531	43,088	11,557
6145000	Group Insurance - Life	7,026	6,765	(261)
6146000	Long Term Disability Insurance	5,474	7,913	2,439

2) **Dept 22 – Emergency Preparedness Budget Variance Information** – The Emergency Preparedness department has a year-to-date favorable variance of **\$2,051** as of the end of March.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Emergency Preparedness				
6100000 22	Salaries & Wages - Emergency Prepared	4,143	4,050	(93)
6140000 22	Employment Taxes - Emergency Prepared	348	472	124
6142000 22	Workers' Compensation - Emergency Prepar	330	549	219
6211000 22	Continuing Education - Emergency Prepare	0	600	600
6410030 22	Printer / Copier Supplies - Emergency Pr	0	150	150
6410045 22	Emergency Supplies - Emergency Preparedn	0	600	600
6422000 22	Telephone - Emergency Prepare	0	450	450
Total Expenses		4,820	6,871	2,051

3) Dept 20 – Human Resources Budget Variance Information – The Human Resources department has a year-to-date favorable variance of **\$11,022** as of the end of March excluding the GRF Vacation Accrual Expense.

- a) GRF Vacation Accrual Expense – (\$10,823)
 - i) This liability is for the entire Foundation not just HR.
 - ii) There is an increase in vacation accrual expense during first quarter due to a reduction in use by employees. Based on past trends, usage will increase in late Spring/early Summer.
- b) Workers' Compensation – \$1,257
 - i) Reduction of annual premiums.
 - ii) Adjustment processed in March for 2014 WC audit refund in the amount of \$1,024.
- c) 401(k) Match – \$1,459
 - i) Reduction of contributions by employees in 2015 compared to budget.
- d) Employee Recruitment/Post Offer Costs – \$1,794
 - i) Reduction of new hires in first quarter of 2015.
- e) Legal Fees – Employment Related – \$3,170
 - i) Reduction of employment related legal issues in first quarter of 2015.
- f) Computer Maint/Software – \$2,008
 - i) Purchase of performance software completed on April 2, 2015.

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
	Expenses - Human Resources			
6100000 20	Salaries & Wages - Human Resources	53,288	53,417	129
6100001 20	Vacation Accrual Expense - Human Resourc	10,823	0	(10,823)
6140000 20	Employment Taxes - Human Resources	4,828	4,717	(111)
6142000 20	Workers' Compensation - Human Resources	1,886	3,143	1,257
6143000 20	Group Insurance - Medical - Human Resour	5,283	5,560	277
6143300 20	Group Insurance - Dental - Human Resourc	170	132	(38)
6143500 20	Group Insurance - Vision - Human Resourc	100	81	(19)
6144000 20	401(k) Match - Human Resources	188	1,647	1,459
6145000 20	Group Insurance - Life - Human Resources	252	250	(2)
6146000 20	Long Term Disability Insurance - Human R	222	289	67
6210010 20	Fraud Hotline - Human Resources	0	0	0
6211000 20	Continuing Education - Human Resources	1,612	1,400	(212)
6211100 20	Employee Incentives - Human Resources	1,253	1,477	224
6212000 20	Employee Exams - Human Resources	0	125	125
6212005 20	Employee Drivers License Inquiry - Human	87	66	(21)
6213000 20	Employee Recruitment - Human Resources	297	597	300
6213005 20	Employee Recruitment Post Employment - H	436	2,230	1,794
6214500 20	Gifts - Human Resources	0	126	126
6215000 20	Mileage - Human Resources	0	28	28
6410000 20	Office Supplies - Human Resources	271	150	(121)
6410030 20	Printer / Copier Supplies - Human Resour	0	280	280
6410035 20	Refreshments - Human Resources	0	150	150
6434110 20	Legal Fees - HR - Human Resources	430	3,600	3,170
6481000 20	Computer Maintenance & Software - Human	0	2,008	2,008
6482000 20	Dues, Memberships & Books - Human Resour	0	150	150
	Total Expenses	81,424	81,623	199

4) Employee Handbook

- a. Reviewed handbook for inclusion of all GRF policies.
- b. Gained approval from Board of Directors for payment to Mr. Payne (Esq.) to review January 2014. Employee handbook sent to Mr. Payne for review in February 2014. Associate from Rutan has completed recommendations and revisions and Mr. Payne has reviewed and approved revisions.
- c. Work with Executive Committee on review of handbook.
- d. Review and incorporate new 2015 State regulations.
- e. Distribute to Board of Directors in April 2015 for final review.

5) HR Audits – 2015

- a. 2014 Workers' Compensation Audit (Cypress Insurance).
 - Initial review looks like we may be entitled to small refund. Results will be sent to us by end of March 2015.
 - Received audit refund of \$59,718.
- b. 401(k) Financial/Procedural Audit (NSBN) – Will Be completed in April/May

6) Recruitment

a. Openings in March – 9 Positions

<i>Position</i>		<i>Status</i>	<i>Dept</i>
Bus Driver	4 Part-time	4 Pending Hires in April	38 – Transportation
Exercise Room Atten.	2 Part-time	1 Pending Hire in April/Interviewing	55 – Exercise Room
Secretary/Resv. Coord	1 Full-time	Pending Hire in April (Internal)	40 – Recreation
Purchasing Assistant	1 Full-time	Accepting Applications/Interviewing	32 – Purchasing
Social Svs Liaison	1 Full-time	Interviewing	33 – Mutual Admin
Total Openings	9		

7) Staff Counts

Current Staff Count – 220	<i>Hires</i>	<i>Separations</i>	<i>Promotions</i>
• March 2015	2	3	0
• YTD 2015	4	10	0
• Previous Year	37	38	9

8) Anti-Fraud Hotline

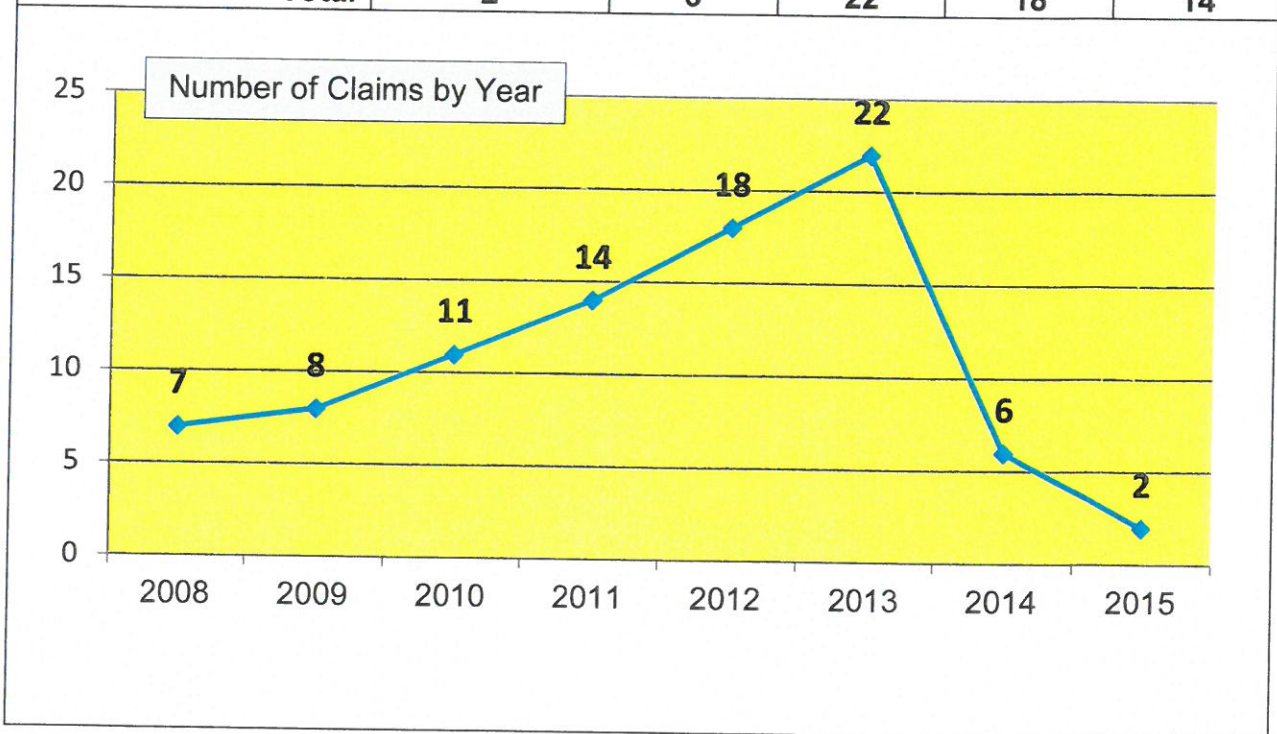
- a. Hotline has been established for anti-fraud policy.
- b. Hotline will be rolled out to staff during May.
- c. Hotline is operational – no reports as of March 31, 2015

9) Safety

- a. There were two claims in March 2015.
- b. Both claims were minor and both employees were released to full duty after visiting Memorial Occupation Medical Services.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2015	2014	2013	2012	2011
January	0	0	2	0	1
February	0	0	1	1	0
March	2	0	1	4	1
April		0	3	2	0
May		2	1	0	0
June		1	0	2	0
July		0	1	2	2
August		2	4	2	4
September		1	2	3	2
October		0	3	2	0
November		0	3	0	0
December		0	1	0	4
Total	2	6	22	18	14



Report to the Executive Committee from
Architectural Design and Review Subcommittee (ADR)

The ADR met three times this month on March 23, April 1st and April 10th. Two full meetings and one short meeting was called. A quick meeting after Physical Property Committee meeting was held as to where Centennial Bricks might be placed. A consensus of subcommittee on the location was agreed upon if concept is passed by the full board.

This subcommittee has been busy with the projects of other committees. As a reminder, this committee does not choose or fund these projects. We do not have a budget.

Listed below are some of the projects that have received the subcommittees attention.

Logo Design-ADR is working on placement of logo on documents. In addition to this ADR is working on finalizing logo design.

Library-chair upholstery- fabric approved. Delay in fabric to be chosen in part was 1 additional chair and 2 footstools found in library that were unaccounted for in bid. Same amount of money more fabric is needed.

Clubhouse Four -Partitions-Story board for club house 4 finished. Discussion and possible approval slated for April 27th.

Globe-updated on work, dolphins topiary being moved and held in safe location

Sign discussion- Placement of signage at main gate entry has been discussed

Lobby Directory Board-Discussion for new lobby directory for Administration/not selected.

Plant selection and design-At Tam O'Shanter chosen by ADR

Sculptures-Discussion on moving to a more visible area

Clubhouse 4 kitchen floor-color had been chosen but was unavailable-new color was chosen

Bathrooms in Security-Discussion on bathrooms and what needs to be done

Design Manual- Continue working on as time allows. (As you can see we are busy)

Maintenance Offices-work continues

Re Sales Office- The work continues. The committee is very pleased with the appearance. We are nearing the completion of this project.

Submitted by Joy Reed Chair of ADR

April Executive Committee Report
Mutual Administration Sub-Committee
and
Emergency Preparedness Sub-Committee
Reports

Mutual Admin. Sub-Committee:

The committee met on March 27th. The Welcome Book was reviewed through page 13. The review will continue through page 20 next month.

The Pet Policy rewrite was discussed. There is new language concerning Comfort Animals that is very specific as to how a pet may qualify. It is the recommendation of the Sub-Committee that the Pet Policy be sent to GRF council so the HUD lawyer can review and make recommendations that will limit our liability and yet be specific as to how to qualify a Comfort pet.

The new Caregiver pass was reviewed. The ADRC has chosen the hologram and with that addition it was the recommendation of the Sub-Committee to ask the Executive Committee to approve the new pass and the purchase of printer and hologram stickers.

Use of current staff as well as future needs were discussed. Mrs. Weller explained that due to the increase in demand for letters of compliance the Receptionist will be used to handle the letter writing and responses. The SROs will be handled in the Maintenance office where the work can be 200% more productive than at the Admin. desk.

The next meeting will be April 30th at 1:00pm in the Admin. Conf. Room.

Emergency Preparedness Sub-Committee:

There was no Emergency Preparedness meeting in March. The next meeting is April 24th at 1:00pm in the Admin. Conf. Room.