

A G E N D A
EXECUTIVE COMMITTEE
Administration Conference Room
Monday, April 7, 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 March 3, 2014
6. Correspondence

7. **GUEST**

Charles Briskey Real Estate – Elaine Briskey

8. **REPORTS**

- a. Safety / Emergency Preparedness Coordinator (Eloy Gomez)
- b. Security Chief – Gates and Patrol Manual (Jaime Guerrero)
- c. Mutual Administration Manager (Carol Weller)
- d. HR Manager (Ruth Smith)
- e. Executive Director (Randy Ankeny)
- f. Foundation President (Mario Michaelides)

9. **UNFINISHED BUSINESS**

- a. Amend Policy 5536.1 – Guest Passes (pg. 1)
- b. Rescind Regulation 5536.2 – Service Passes (pg. 5)
- c. Amend Policy 5061.1 – Application Fees (pg. 6)

10. **NEW BUSINESS**

- a. Amend Policy 5020 – Organization of the Board (pg. 8-16)
- b. Rescind following Policies if Policy 5020 – Organization of the Board is Amended
 - i. Policy 5101 – Committee Functions (pg. 18)
 - ii. Policy 5100 – Committee Functions (pg. 19)
 - iii. Policy 5030 – Organization of the Board (pg. 20)

Continued On Next Page

A G E N D A
EXECUTIVE COMMITTEE
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Monday, April 7, 2014 – 1:00 p.m.

- c. Rescind Policies/Regulations (No longer pertinent)
 - i. Regulation 3010 – Committee Minutes (pg. 23)
 - ii. Regulation 3381 – Use of Telephone Equipment (pg. 24)
 - iii. Policy 4121 – Position Descriptions (pg. 25)
 - iv. Policy 5010 – Internal Operations (pg. 26)
 - v. Policy 5220 – Energy Conservation (pg. 27)
 - vi. Policy 5532 – Telephone Answering and Listing (pg. 28)
 - vii. Policy 5515 – Microfilm Storage (pg. 29)
 - d. Amend Policy 1201 – Resident Participation – Photo Identification Cards (pg. 30)
 - e. Amend Policy 1801 – Resident Co-Occupants (pg. 32)
 - f. Report on Escrow Sales from 2006 to March 25, 2014
11. Foundation Member Comments
12. Committee Member Comments
13. Executive Session
- a. Legal and Personnel Update
14. Adjournment
15. Next Committee meeting: May 5, 2014 at 1:00 p.m. in the Admin Conf. Room
16. Next Roundtable meeting: Friday, April 18, 2014 at 1:00 p.m. in the Admin Conf. Room

** 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~~ 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~~ \$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.

Quarterly Service Passes

(Feb 10)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT FOR AMENDMENT

Guest Passes Gate 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.

The semiannual caregiver passes shall be produced in two different colors,
(Feb 10)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT FOR AMENDMENT

Guest Passes Gate Passes

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 found in violation may lose their privilege to obtain additional guest passes at the (Feb 10)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT FOR AMENDMENT

Guest Passes Gate Passes

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)

GOLDEN RAIN OPERATIONSApplication of Fees**DRAFT TO AMEND**Initiation Fee Regulation

For the purpose of calculating the initiation fee, the “member equity” is the amount of “Trust Accountability.” The Trust accountability is the net value of assets available for the use of foundation members. It is the intent of the initiation fee to purchase the use of current facilities. Conversely, the non-Trust assets are eliminated from the calculation because the depreciation of this group of assets is charged to the membership as a trust maintenance fee. The initiation fee is added to the replacement fund, and the interest earned on this fund is used to offset the trust maintenance costs.

Administrative Services Mutual Administration Department

The following schedule of fees shall be established to provide for standard cost recovery for services provided by the Stock Transfer Office:

	<u>Fee</u>	<u>Policy</u>
1. Initial GRF Membership Certificate Fee	\$150	5061
2. Transfer Fee	\$350	5062
3. Mutual Withdrawal Inspection Fee	\$2,500-\$3,500 <u>\$5,000-\$10,000*</u>	7530
4. Mutual Inspection Processing Fee	\$500	7525
5. Non-member Co-occupant Set-up Fee	\$50	**
6. Replacement Photo ID Card	\$5 <u>\$10</u>	1201
7. Caregiver Provider Pass	\$5	**

*Varies by Mutual

**Cost Recovery Fee

Regulation Policy

Adopted: 01 Jul 04

Revised: 15 May 07

Amended:

(May 07)

GOLDEN RAIN FOUNDATION
Seal Beach, California

Redraft of Policy 5020

Attached for Executive Committee Review

1. Complete re draft of policy 5020
2. Existing Policy 5020
3. Policy 5101 (redrafted and incorporated into the re draft of 5020), can be rescinded if redraft of 5020 is approved.
4. Policy 5100 (redrafted and incorporated into the re draft of 5020), can be rescinded if redraft of 5020 is approved.
5. Policy 5030 (redrafted and incorporated into the re draft of 5020), can be rescinded if redraft of 5020 is approved.

GOLDEN RAIN OPERATIONS

DRAFT

ORGANIZATION OF THE BOARD**Board Organization and Responsibilities****Preamble**

Operation of the Foundation carries with it many of the very same duties and responsibilities as overseeing any other business. Serving as a board member is a valuable and rewarding experience that should be undertaken by those who see it as an opportunity to serve their fellow shareholders/members while protecting and enhancing the assets of the community. It is serious business, but also a task worth doing well in order to safeguard the investments of all.

Members of the Board

The Board of the Golden Rain Foundation of Seal Beach has eighteen members consisting of two representatives from Mutual One and Mutual Two and one representative from each of the other Mutuels in accordance with the Trust Agreement, Bylaws and applicable state codes.

Fiduciary Relationship and Responsibility

The members of the board of directors and each officer of the Foundation have a fiduciary relationship with the shareholder/members of the Foundation. This fiduciary relationship imposes obligations of trust and confidence in favor of the corporation and its members. It requires the members of the board to act in good faith and in the best interests of the shareholders/members of the association. It means that board members must exercise due care and diligence when acting for the community, and it requires them to act within the scope of their authority.

The fact that the Foundation is the Trustee and a not-for-profit corporation, or that the members of the board are volunteers and unpaid, does not relieve them from the high standards of trust and responsibility that the fiduciary relationship requires. When a shareholder/member accepts a position on the board of directors, he or she is presumed to have knowledge of the duties and responsibilities of a board member. Board members cannot be excused from improper action on the grounds of ignorance or inexperience and liability of board members for negligence and mismanagement exists in favor of the association and the property owners.

Each board member must recognize the fiduciary relationship and the responsibilities that the board has to the Foundation and each of its shareholders/members. The board's duties must be performed with the care and responsibility that an ordinary prudent person would exercise under similar circumstances, and the ultimate responsibilities of these unique positions cannot be delegated to a manager, a management company or other third party.

(Aug 2013)

GOLDEN RAIN OPERATIONS

DRAFT

ORGANIZATION OF THE BOARD**Officers of the Board**

All officers of the Foundation have an affirmative duty to carry out the responsibilities of the office in the best interests of the Foundation.

1. President

- a. The President shall preside at all meetings of the corporation and of the Board of Directors.
- b. The President shall be an ex-officio member of all committees
- c. The President shall appoint all standing committee chairpersons with the approval by majority vote of the Board.
- d. The President shall, with the approval of the Board, appoint such committee as the Board shall from time to time order or direct, and may be provided in accordance with the Bylaws of the Foundation
- e. The President will execute contracts, orders and other documents in the name of the association as its agent
 - i. When signing documents, the president should indicate the capacity in which he or she is signing in order to avoid any personal liability since the president's signature, under most circumstances, will bind the association under a doctrine of inherent powers.
- f. To perform other such duties as ordinarily pertains to the office

2. Vice President

- a. It shall be the duty of the Vice President to preside at meetings of the Corporation and Board of Directors in the absence of the President.
- b. To perform other such duties as ordinarily pertains to the office.
- c. Shall preside as the Chairperson of the Executive Committee.

3. Corporate Secretary

- a. It shall be the duty of the Secretary:
 - i. To keep the records of the membership
 - ii. Record attendance of the Board members at meetings
 - iii. Send out notices of meetings of the Corporation and Board of Directors
 - iv. Record and preserve the minutes of meetings of the Corporation and Board of Directors
- b. To perform other such duties as ordinarily pertains to the office

Note: In the performance of the duties of the Corporate Secretary, the Corporate (Aug 2013)

GOLDEN RAIN OPERATIONS

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ORGANIZATION OF THE BOARD

Secretary may solicit/delegate duties to the Deputy Secretary and the Assistant to the President.

4. Treasurer

- a. It shall be the duty of the Treasurer to account for all funds to the corporation at its annual meeting and at any other time upon demand by the Board of Directors.
- b. To perform other such duties as ordinarily pertains to the office.
- c. Shall preside as the Chairperson of the Finance Committee.

5. Deputy Secretary

- a. To support the actions of the Corporate Secretary as required.
- b. To perform other such duties as ordinarily pertains to the office

Board Authority (Policy 5030 can be rescinded)

By law, corporations must have boards of directors. Boards and individual directors have limited authority and act as fiduciaries. In accordance with the State Statue, Trust and Bylaws of the Golden Rain Foundation of Seal Beach the Board have the power to:

- Act as the Managing Agent for the Mutuals in accordance with the Mutuals Management Agreements
- Adopt and enforce rules, policies and regulations
- Appoint committees
- Appoint directors to fill vacancies
- Appoint and remove officers and committee chairperson
- Approve contracts
- Call membership meetings and appoint inspectors of election and establish election procedures as allowed by state statue
- Delegate management
- Disburse reserve monies
- Enforce the governing documents
- Establish architectural standards
- Exercise the powers of a corporation (Civ. Code §4805); Corp. Code §7140)
- Hire and fire employees and vendors
- Initiate and defend lawsuits
- Insure the Foundation
- Invest Foundation funds
- Levy and collect regular, special, and emergency assessments
- Manage the Foundation, its assets and components

(Aug 2013)

GOLDEN RAIN OPERATIONS

DRAFT

ORGANIZATION OF THE BOARD

- Pay expenses incurred by the Foundation
- Prepare and adopt Foundation budgets
- Repair and maintain the common areas.

Committees

All Board Standing Committees and their members shall be appointed and/or removed by the President and approved by the Board (Robert's Rules, 11th ed., p. 489; Corp. Code §7210; Corp. Code §7212(c)). Each Standing Committee shall consist of a chairperson appointed by the President, a vice chairperson selected by the Committee, and such other members as the President shall appoint.

Standing Committee and member appointments and/or removals shall be presented to the Board for ratification. (policy 5100 can be rescinded)

Committees function in an advisory or consultative capacity:

- A. Unless specifically approved by a majority vote of the Board.
- B. Unless policy and/or committee charter stipulate

See

- Exhibit A – Organization Chart
- Exhibit B – Cost Center and Contractual Areas of oversight

Committees shall function under Charters/Policy as duly approved by the Board which shall include but not be limited to:

1. The committee's charge or mission statement (the committee's purpose, primary goals, and objectives).
2. Authority and responsibilities of the committee.

Limitations of Term, Committee Chairpersons (Can rescind policy 5101)

Chairpersons of standing committees shall not serve more than 3 successive terms.

(Aug 2013)

GOLDEN RAIN OPERATIONS

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ORGANIZATION OF THE BOARD

Executive Committee of the Board

The Executive Committee shall consist of the five (5) elected officers of the Golden Rain Board and *two (2) Board members as appointed by the President and ratified by majority vote of the Board.

*Chairperson of the Physical Property and Recreation Committee

The Executive Committee is a committee composed entirely of directors which serves at the discretion of the board. (Corp. Code §7212.) Shareholder/Members who are not directors are prohibited from serving on an executive committee. (Corp. Code §7212(b).)

Standing Committees

1. Communications Committee
2. Finance Committee
3. Information Technology Services Committee
4. Library Committee
5. Physical Property Committee
6. Recreation Committee
7. Security, Bus & Transportation Committee

Standing Committees may be defined as, Long-Term Committees. Unlike ad hoc committees that perform a single task and then cease to exist, standing committees have a continued existence because their assigned task is ongoing over the term of the board. Examples are the finance committee and physical properties committee. Although its task may be ongoing, most standing committees may be dissolved and/or placed as a subcommittee at any time by majority vote of the board.

Ad Hoc Committees

At the direction of the President an ad hoc committee may be established and ratified by majority vote of the Board. Special or *ad hoc* committees are temporary committees established by the board of directors to address a specific issue.

Ad hoc committees have limited duration.

- Committee members and chairpersons can be removed by the board without prior notice and without cause.

(Aug 2013)

GOLDEN RAIN OPERATIONS

DRAFT

ORGANIZATION OF THE BOARD

- Entire committees may be dissolved or decommissioned at any time with or without prior notice or cause.
- Committees cease to exist automatically whenever a new board is elected. This is true even if there is a partial change in board membership, i.e., only two of five directors are elected at the annual meeting. However, this does not apply to the individual replacement of directors who resign or who otherwise vacate their seats. (Robert's Rules, 11th ed., p. 488-489.)

For "special" or ad hoc committees, 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.) An exception to the automatic termination of an ad hoc committee may occur when a committee is tasked with researching a matter that may extend into the term of the next board. 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.

Committee – Sub Committee or Ad Hoc Committee Appointment

Duly appointed committee chairs may appoint a Subcommittee or Ad Hoc Committee to support the committee with the approval of the President and Board.

Committees, No Action without a Meeting & the Authority to Delegate by the Board

Unless specifically authorized by a majority vote of the Board committees

- Are not authorized nor have the authority to make any commitment and/or bind the Board.
- Have no management authority

Sources

Declaration of Trust, Golden Rain Foundation of Seal Beach

By-Laws, Golden Rain Foundation of Seal Beach

2014 Condominium Blue Book, by Branden Bickle

Roberts Rules of Order 11th Edition

Adams Kessler, www.davis-stirling.com

Advising California, Common Interest Communities, by Sproul, Howell and Rosenbury

Policy

(Aug 2013)

GOLDEN RAIN FOUNDATION

GOLDEN RAIN OPERATIONS

DRAFT

ORGANIZATION OF THE BOARD

Adopted: 18 Jan 72
Amended: 17 Feb 76
Amended: 16 Aug 83
Amended: 18 Feb 97
Amended: 15 Sep 09
Amended: 19 Apr 11
Changed: 27 Aug 13 (to update Committee title)

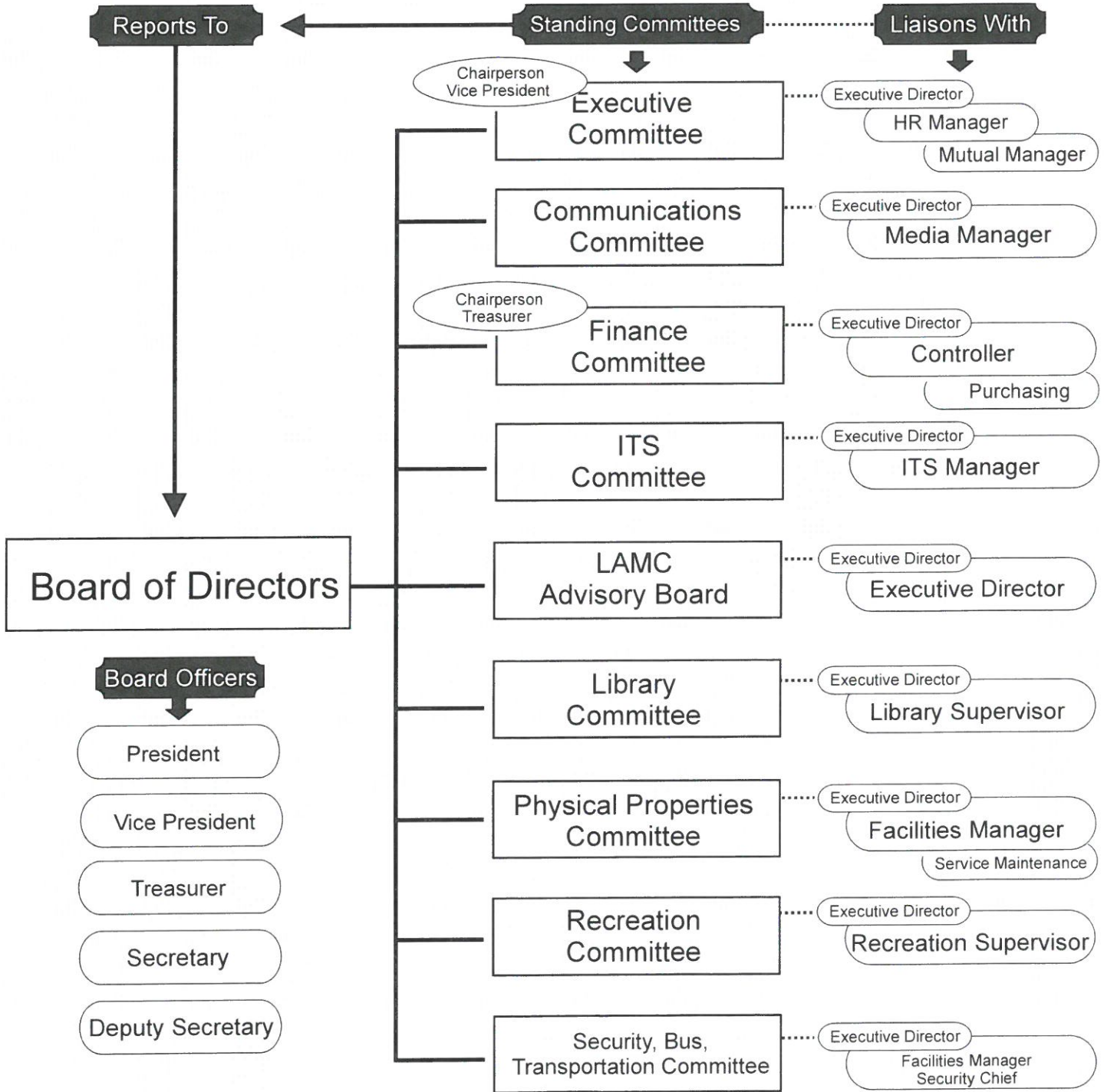
Seal Beach, California

DRAFT

(Aug 2013)

GOLDEN RAIN *foundation*

COMMITTEE ORGANIZATIONAL CHART



Committee Area Of Oversight

Communications		Executive		Finance		ITS		Physical Properties		Library		Recreation		Security, Bus, Traffic	
Cost Center		Cost Center		Cost Center		Cost Center		Cost Center		Cost Center		Cost Center		Cost Center	
36		20,33,33,39,60	All CCs (31,32)	34	70,74,75,79	35	40,45,46,48,49,51-56	37 & 38							
Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts	Contracts
Paper Distribution	Uniforms	Master Insurance	Cable	Landscape Maintenance	Friends of the Library lease	Mini Farm Lease	Propane								
Paper Printing	Trailer Park Lease	Audit	Phone	Refuse Collection	Proprietary Library Software	Theatrical Services	Fuel								
	Post Office Lease	Reserves	Telephony	Pest Control		Talent Agent	Fleet Purchase/Repair								
	Resale Office	Payroll Processing	Copy Machine Lease	Janitorial		Entertainment									
	Credit Union Contract	Proprietary Finance Software	ITS Consulting	Fire		Clubhouse Services									
	Postage Machine Lease		Software	Elevator		Janitorial									
	Workers Comp Insurance			Golf Course Maintenance											
	Election Services			Electricity											
	Health Care Center Lease			Water											
	Uniforms			Gas											

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GOLDEN RAIN OPERATIONS**ORGANIZATION OF THE BOARD****A. Members of the Board**

The Board has eighteen members. The membership includes two representatives from Mutuals No. One and No. Two and one representative from each of the other Mutuals.

B. Officers of the Board

President
Vice President
Corporate Secretary
Treasurer
Deputy Secretary

C. Executive Committee of the Board

The Executive Committee shall consist of the elected officers of the Golden Rain Board and the chairpersons of the Recreation and Physical Property committees.

D. Standing Committees

1. Finance Committee
2. Information Technology Services Committee
3. Publications Committee
4. Physical Property Committee
5. Recreation Committee
6. Security, Bus & Traffic Committee
7. Library Committee

E. Other Committees Approved by the Board**Policy**

Adopted: 18 Jan 72
Amended: 17 Feb 76
Amended: 16 Aug 83
Amended: 18 Feb 97
Amended: 15 Sep 09
Amended: 19 Apr 11

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 11)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

TO BE RESCINDED

Limitation of Term – Standing Committee Chairmen

Chairmen of the Golden Rain Board standing committees shall not be permitted to succeed themselves in office for more than two terms.

The intent of this policy is to limit any chairman of a Golden Rain Board standing committee to not more than three successive terms.

Policy
Adopted: 08 Jul 80

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 80)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

TO BE RESCINDED

Committee Functions

All Board Standing Committees and their members shall be appointed and/or removed by the President after conferring with the officers of the Board.

Each Standing Committee shall consist of a chairperson appointed by the President, a vice chairperson selected by the Committee, and such other members as the President shall appoint.

Standing Committee and member appointments and/or removals shall be presented to the Board for ratification.

Policy

Adopted: 18 Jan 72
Amended: 17 Feb 76
Amended: 16 Aug 83
Amended: 18 Feb 97

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Feb 97)

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GOLDEN RAIN OPERATIONS**ORGANIZATION OF THE BOARD****TO BE RESCINDED****Responsibilities**

The Board, as the elected representatives of the members, is the policy-making body. It is responsible for perpetuating the Seal Beach Leisure World concept of living set forth under Section 5000, and providing the services and community facilities contracted for by the resident members. The policies established by the Board shall be implemented through the Executive Director.

A. The services specifically under Board jurisdiction are:

1. Administration
2. Administrative Services
3. Recreation
4. Resales
5. Newspaper
6. Physical Property

B. The community facilities under Board jurisdiction are:

1. Clubhouses
2. Golf Course and Swimming Pool
3. Amphitheater
4. Medical Building
5. Administration Building
6. Library
7. Streets, Street Lighting and Sidewalks owned by Foundation
8. Entry Gates and Perimeter Wall
9. Storm Drains and Storm Channels
10. Globe
11. Sewer System
12. Maintenance Yard and Buildings
13. Transportation Equipment
14. Maintenance Equipment

(May 91)

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

TO BE RESCINDED

Responsibilities

- C. The Board will review and adopt a yearly budget for the calendar year.
- D. The Board will approve all expenditures of \$5,000 or more not specified in the yearly budget.
- E. The Board will elect its officers.
- F. The Board will hold regular meetings on a monthly basis.

Policy

Adopted: 04 Nov 64
Amended: 20 Nov 73
Amended: 21 Oct 75
Amended: 15 Sep 81
Amended: 15 Oct 85
Amended: 15 Aug 95
Amended: 10 Oct 95
Amended: 18 Nov 97

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(May 91)

(21)

Polices/Regulations for Rescinding

1. Regulation 3010 - Committee Minutes (Regulation no longer pertinent)
2. Regulation 3381 – Use of Telephone Equipment (Regulation no longer pertinent)
3. Policy 4121 – Position Descriptions (Policy no longer pertinent)
4. Policy 5010 – Internal Operations (Policy no longer pertinent and General Statements are included in a various other policies)
5. Policy 5220 – Energy Conservation (Policy no longer pertinent. No Ad Hoc Energy Conservation Committee and policy statements is within the scope of the Physical Properties Committee)
6. Policy 5532 – Telephone Answering and Listing (Policy no longer pertinent)
7. Policy 5515 – Microfilm Storage (Policy no longer relevant)

STAFF OPERATIONS**ADMINISTRATION****Committee Minutes**

Minutes of the following committees of the Golden Rain Board will be furnished to the department head so they can be posted in the locations indicated:

1. Physical Property Committee
 - a. Physical Property – Front Office
 - b. Maintenance Yard – Service Maintenance Office
2. Publications Committee
 - a. Business Office/Golden Rain News – foot of stairway
3. Medical Committee
 - a. Medical Center – Medical Records (room 106)
4. Security, Transportation and Traffic Committee
 - a. Security Office
 - b. Bus Supervisor's Office
5. Finance Committee
 - a. Administration/Accounting – Center Hall
 - b. Accounting (downstairs) – Addressograph Hall
6. Recreation Committee
 - a. Recreation Office
7. Resales Committee
 - a. Sales Office – Conference Room

Regulation

Effective: 01 Nov 80

Revised: 01 Mar 81

**Executive Director
Golden Rain Foundation**

(Mar 81)

STAFF OPERATIONS**PHYSICAL PROPERTY DEPARTMENT****Use of Telephone Equipment**

The Foundation provides the following telephone equipment for the use of the staff and Boards in conducting the business of the corporations:

1. Two-position switchboard with sufficient incoming trunks to handle the volume of calls.
2. Tie lines leased by the Foundation for the purpose of placing toll-free calls in the Santa Ana and Los Angeles areas.

The volume of calls on these lines is applied against the monthly lease, and when the call volume exceeds the monthly lease, toll charges are made.

3. Interior circuits and extensions to staff and Board offices and facilities to provide telephone access to all operating areas.

The responsibility for reviewing requests for equipment changes and ordering changes is assigned to the Controller.

Tie lines to Santa Ana and Los Angeles are restricted to calls originating within the community.

Toll Calls: Personal toll calls must be charged to the home telephone number of the person placing the call.

Regulation

Approved: 29 Jun 73

Revised: 21 Aug 87

**Executive Director
Golden Rain Foundation**

(Sept 86)

24

HUMAN RESOURCES

GENERAL POLICY

TO BE RESCINDED

Position Descriptions

Position descriptions shall be reviewed and approved by the Executive Committee before implementation by Administration

Policy:
Adopted: 14 Jul 81
Amended:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

GOLDEN RAIN OPERATIONS

Internal Operations

Purpose:

1. To perpetuate the Leisure World concept of cooperative and community living as generally established at Seal Beach Leisure World.
2. To assure continuity of operations with turnover of Board members.
3. To clarify the responsibilities of the Board and those of the Administrator.
4. To establish channels of communication for greater efficiency of operation.

Policy

Adopted: 4 Nov 64

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Nov 64)

GOLDEN RAIN OPERATIONS**COMMUNITY PROBLEMS****TO BE RESCINDED****Energy Conservation**

The policy of the Golden Rain Foundation is to cooperate with a request of the President of the United States to conserve energy, wherever reasonably possible, in the operation of Seal Beach Leisure World.

1. An Ad hoc Energy Conservation Committee will be appointed and will review all suggestions and recommendations on energy conservation and take the following actions where their study indicates that implementation of the suggestions would be appropriate:
 - a. Recommend to the Foundation Board conservation measures that require Board action.
 - b. Recommend to the Administrator when staff implementation is needed.
2. The Administrator will be authorized and directed to take any reasonable steps to conserve energy in the staff operation at Seal Beach Leisure World. This action includes any steps necessary to enforce compliance with energy conservation regulations.

It is expected that regulations and instructions for the staff will be published for the information of all concerned.
3. The Energy Conservation Committee will pass on to the Boards of the Mutual Corporations any information or suggestions that could be used by the Mutual Corporations or residents to conserve energy.

Policy

Adopted: 03 Dec 73

Amended: 20 Sep 88

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Sept 88)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Telephone Answering and Listing

The answering of the switchboard and the telephone listing is to be "Leisure World Seal Beach."

Policy
Adopted: 14 Jan 66

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 90)

GOLDEN RAIN OPERATIONS**ADMINISTRATION****Microfilm Storage**

The Controller is responsible for maintaining and servicing the records of the Foundation authorized to be microfilmed.

Microfilming of records necessary for the operation of the Foundation is authorized when the records are needed for more than three years and sufficient storage space is not available for record preservation. In addition, records that are required by governmental authorities to be preserved for an extended period of time will be filed on microfilm.

Records currently authorized for microfilm storage are:

1. Fiscal and accounting records of the Foundation and Mutual Corporations that meet the above criteria.
2. Physical Property maintenance and property records that need to be preserved for an extended period of years.
3. Resident records pertaining to Mutual Stock and Foundation Membership when the storage facilities of the Stock Transfer Office are not sufficient for the purpose.

Microfilm records will be stored in duplicate, with the permanent record filed in the Foundation vault in the Controller's Office and the working copy maintained in the Purchasing Office Building.

Policy

Adopted: 17 Aug 71
Amended: 21 Oct 86 (Title Change)
Amended: 14 Aug 90

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 90)

COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

DRAFT TO AMEND

Photo Identification Cards

Photo identification cards will be issued by Administration as needed. 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 \$5 ~~\$10~~ fee for the first loss;
 - a. The fee will be ~~\$10~~ \$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;

(Dec 89)

COMMUNITY OPERATIONS

RESIDENT PARTICIPATION

DRAFT TO AMEND

Photo Identification Cards

- 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.

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:

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Dec 89)

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COMMUNITY OPERATIONS**RESIDENT CO-OCCUPANTS****ORIGINAL****Qualified Permanent Resident and Co-Occupant Agreements**

Effective February 1, 1995, in order to comply with Section 51.3 of the California Civil Code, the following classes of citizens may reside in Seal Beach Leisure World:

1. Resident Stockholder or Condominium Owner – a person 55 years of age or older.
2. Qualified Permanent Resident – a person under the age of 55 years who meets all of the following qualifications:
 - a. Is 45 years of age or older, or is a spouse, cohabitant, or person providing primary physical or economic support to the resident stockholder.
 - b. has an ownership interest in, or is in expectation of an ownership interest in the dwelling unit.
 - c. Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.
3. Co-Occupant – a person who meets all of the following qualifications:
 - a. Is 55 years of age or older.
 - b. Does not have a financial interest or expectation of a financial interest in the dwelling unit.
 - c. Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.
4. Health Care Provider – a person of any age hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation.

A Resident Stockholder who desires to have a Qualified Permanent Resident reside in a dwelling unit will be required to complete a Request for Additional Occupant Entry form and a Qualified Permanent Resident Agreement. Upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of the Resident Stockholder, (Jan 95)

COMMUNITY OPERATIONS**RESIDENT CO-OCCUPANTS****ORIGINAL****Qualified Permanent Resident and Co-Occupant Agreements**

any Qualified Permanent Resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident.

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

(Jan 95)