

EXECUTIVE COMMITTEE MINUTES

July 8, 2014

The regular meeting of the Executive Committee, held on Tuesday, July 8, 2014, was called to order at 1:30 p.m. by Chair Damoci in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

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

Absent: Mr. B. Lukoff

Staff and Mr. R. Ankeny, Executive Director
Guests: Ms. R. Smith, Human Resources (HR) Manager
 Mrs. C. Weller, Mutual Administration Manager
 Ms. C. Miller, Controller
 Mrs. M. McAuley, Recording Secretary
 Mr. J. DeMarco, GRF Representative, Mutual Two
 Ms. P. Snowden, GRF Representative, Mutual Two
 Mrs. J. Reed, GRF Representative, Mutual Four
 Mr. L. Krieger, GRF Representative, Mutual Nine
 Eleven 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 comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in August.

The Chair asked for a motion to add "Review Proposed 2015 Budget for cost center 20, Human Resources and cost center 30, Administration" to the agenda under New Business item 10a"

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

TO add to the agenda under New Business item 10a "Review Proposed 2015 Budget for cost center 20, Human Resources and cost center 30, Administration."

MINUTES

The Chair approved the Minutes of the regular meeting of June 2, 2014, as printed.

CORRESPONDENCE

Correspondence was received from a law firm offering to hold a pro bono seminar providing shareholders with insight pertaining to the laws or topics of privacy choices, 10 ways to avoid fraud, identity theft, unlawful debt collection practices, and unlawful telemarketing practices. The topics will be tailored to specific issues that affect elderly citizens. The committee reviewed a letter received from a shareholder regarding the death of her husband and traffic safety in the Community. After discussion, the committee concurred to place both letters received on the agenda for discussion at the next Executive Committee meeting. The GRF Board of Directors were also provided a copy of the correspondence.

REPORTS

President

The President spoke on issues regarding shareholders' registering their pets. She reported the Chairs of the committees are working diligently on the 2015 budget.

Mutual Administration Director

The Mutual Administration Director presented her report as attached.

She announced that the Assistant to the GRF President has accepted the position of Stock Transfer Agent and we are in the process of looking for a replacement for her.

The Mutual Administration Director was excused at 1:58 p.m.

Human Resources Director

The HR Director presented her report as attached.

The HR Director reported the Employee Handbook is completed and is ready for final review. The Chair appointed an Employee Handbook Sub-Committee to review the Employee Handbook. The members are Mrs. Damoci, Mrs. Wood, and Ms. Winkler.

Executive Director.

The Executive Director reported the need to establish a new position in the Mutual Administration Department. The Executive Committee unanimously approved the position in executive session at the June 25, 2014 meeting and to also recommend the Finance Committee approve the non-budgeted expense of \$28,000 -\$32,000 for the funding of this position for the remainder of the 2014 fiscal year, full funding to be included in the 2015 budget. The newly created position will be titled Assistant Mutual Administration Manager.

The Executive Director's 2014 capital projects update from June to December of 2014 is attached at the end of the minutes.

FOUNDATION MEMBER COMMENTS

Foundation members spoke on correspondence received from a shareholder regarding the death of her husband and traffic safety, the newly created Mutual Administration Assistant position, amendments to bylaws, outreach to the community from the Seal Beach Chamber of Commerce (SBCC), and bus transportation to downtown Seal Beach.

UNFINISHED BUSINESS

Policy 5020, Organization of the Board

Policy 5020, Organization of the Board, sets forth the members, officers and committees of the Golden Rain Foundation Board of Directors. The committee concurred to place on the agenda at the next Executive Committee meeting for further review and suggestions.

Policy 5511, Legal Services – Discussion Only

Policy 5511, Legal Services, sets forth the Foundation's guidelines for obtaining legal counsel.

In an effort to follow the broad oversight as set forth in the Davis-Stirling CID Act, the Executive Committee reviewed the Policy. After discussion, the Committee concurred to place on the agenda for further review.

Policy 5061.1, Initiation Fee Regulation

Regulation 5061.1, Initiation Fee, relates to the application of fees administered by the Mutual Administration Department. It is recommended the Regulation be converted into a Policy and updated to be in compliance with current policies and operating practices. After discussion, the Committee concurred to place this matter on the agenda in September for further review.

NEW BUSINESS

Review 2015 Budget for Cost Centers 20, Human Resources and 30, Administration

The Controller reviewed the proposed 2015 budget for cost center 30, Administration. She reviewed the budget planning process and discussed non-budgeted expenses for the Executive Committee, office supplies, computer supplies, management fees, membership fees, rentals, donations, income, and legal fees. The members requested the Controller to consider increasing the budget for legal fees and to break out legal fees for reviewing of the Foundation Trust.

The HR Director presented the proposed 2015 budget for cost center 20, Human Resources. She discussed the operating budget. The Executive Committee members requested the HR Director to consider increasing the budget line item for legal labor fees and recruiting fees.

The Controller was excused at 3:25 p.m.

Proposed Modifications to Administration Second Floor

The second floor of the Administration Building contains the offices of the GRF President, Administration, Human Resources, and Mutual Administration departments.

With recent staffing changes and revisions, plus the present need to provide additional support to the Mutual Administration Department, it is suggested that the second floor of the Administration Building be remodeled to accomplish the following:

- Enhance the lobby and receptionist station;
- Provide required additional office space for the new Assistant Mutual Administration Manager;
- Group all Mutual Administration offices into a central location and expand available office space; and
- Group the Executive offices and provide a common corridor between the offices of the GRF President and the Executive Director.

Specifics of plans are attached at the end of the minutes.

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

TO recommend the Finance Committee approve the proposed renovations to the second floor of the Administration Conference Room at a cost not to exceed \$70,000

(Recording Secretary's Note: If the Board approves the remodel concept, the Physical Property Committee will begin the bidding process. Once the scope of work and renovations have been finalized and bids have been reviewed, the Board will make the final selection and award a contract for work.)

Establish Resales Sub-Committee

The Chair requested a Resales Sub-Committee to be established. Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously –

TO establish a Resales Sub-Committee.

Members of the committee are Mrs. Damoci as Chair, Mr. Moore, Mr. Craig, Ms. Snowden, and Ms. Stone.

Resales Contract

The contract with Briskey Real Estate will come up for renewal in December 2014. The members discussed the current contract and the options to renew the contract. The Executive Director requested to recommend the GRF Board of Directors offer an extension of the contract for one year with an option to renew the contract for one additional year and to authorize the expense of up to \$2500 for legal counsel to assist and draft the appropriate contract.

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

TO recommend to the GRF Board of Directors to approve the extension of the contract for up to three years, expiring December 2017 and to authorize the expense of up to \$2500 for legal counsel to assist and draft the appropriate contract.

Incident Reports

In review of litigations in the past and present, the Executive Director would like to have approval to send incident reports, supporting documentation, and photographs to the Foundation attorney for legal review. Any photographs taken by staff regarding incidents

involving alleged injuries will be immediately forwarded to the Foundation's attorney and will be considered client and attorney privileged information. This measure is to protect the best interest of the Mutual Corporations as well as the Golden Rain Foundation of Seal Beach. After discussion, Ms. Winkler MOVED, seconded by Ms. Rapp and carried unanimously –

TO authorized the Executive Director to send incident reports, supporting documentation, and photographs to the Foundation attorney for legal review

Seal Beach Chamber of Commerce – Request for Executive Director to participate in the Community Outreach Committee.

The Seal Beach Chamber of Commerce (SBCC) has requested the Executive Director to participate in the Community Outreach Committee as a representative of Leisure World Seal Beach (LWSB).

The members discussed building a closer relationship between the shareholders of Leisure World and the members of the SBCC. The Community Outreach Committee (COC) mission statement is "To establish a new and lasting relationship between the Seal Beach Chamber Merchants and the Senior Community." The goal of the committee is to bring more Leisure World residents to Old Town Chamber Merchants during off-peak hours.

Mr. Moore MOVED, seconded by Ms. Winkler and carried unanimously –

TO authorize the Executive Director to join the Community Outreach Committee as a representative of the community for Leisure World Seal Beach and to attend meetings as time permits.

Establish Architecture Design Committee

The Chair requested a Architecture Design Sub-Committee to be established. Ms. Rapp MOVED, seconded by Ms. Winkler and carried unanimously –

TO establish an Architecture Design Sub-Committee.

Members of the committee are Ms. Stone as Chair, Ms. Rapp, Mrs. Wood, Mr. Lukoff, and Mrs. Reed.

Establish Emergency Preparedness Sub-Committee

The Chair requested a Emergency Preparedness Sub-Committee to be established. The purpose of the Sub-Committee is to develop a plan and protocols for using the available facilities and resources during emergency situations that may occur. Mr. Moore MOVED, seconded by Ms. Stone and carried unanimously –

TO establish an Emergency Preparedness Sub-Committee.

Members of the committee are Ms. Rapp as Chair, Mr. Lukoff, Mr. McGuigan, Geneva Potepan, Tim O'Neil, and Ann Pepper, including the following GRF Staff:

- Community Facilities Manage
- Transportation Manager
- Security Chief
- Safety / Emergency Coordinator

Establish Policy Re-write Sub-Committee

The Chair requested a Policy Re-Write Sub-Committee to be established to assist with amending policies.

Ms. Stone MOVED, seconded by Mr. Moore and carried unanimously –

TO establish a Policy Re-Write Sub-Committee.

Members of the committee are Mr. Craig, Mrs. Damoci, and Ms. Snowden.

Establish Westminster Property Concept Sub-Committee

The Chair requested a Westminster Property Concept Sub-Committee to be established to assist with concepts of the Westminster Property.

Ms. Stone MOVED, seconded by Ms. Winkler and carried unanimously –

TO establish a Westminster Property Concept Sub-Committee.

Members of the committee are Mrs. Damoci as Chair, Mr. DeMarco, Ms. Edie Hugo-Kirman, Mr. Lukoff, Ms. Rapp, Ms. Stone, Mr. Moore, and the Community Facilities Manager.

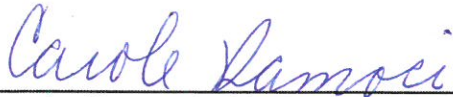
COMMITTEE MEMBER COMMENTS

Committee members spoke on how the meeting was conducted by the Chair, the tone of the meeting, and the accomplishments of today's meeting. The Chair announced the need for the Committee to go into Executive Session. The guests and Recording Secretary were excused at 2:00 p.m.

During Executive Session, the members discussed legal and personnel matters.

ADJOURNMENT

The Chair adjourned the meeting 5:10 p.m.



Carole Damoci, Chair
EXECUTIVE COMMITTEE
MM 7.22.14

Golden Rain Foundation Executive Committee Report

July 8, 2014

Presented By: Carol Weller,
Mutual Administration Manager

1. Board Training Seminar – Attorney Review of Davis/Stirling
Monday, July 14, 2014
Clubhouse 4, 9:00 am to Noon.....(Lunch Break) 1:00 pm to 3:30 PM

2. Aging Receivables

Month	Starting Balance		
Jan-14	\$92,784.32	Decreased	Increased
Feb-14	\$81,141.04	\$(11,643.28)	
Mar-14	\$63,491.10	\$(17,649.94)	
Apr-14	\$54,052.90	\$(18,463.98)	
May-14	\$59,041.85	\$(53,309.36)	
June-14	\$45,345.88	\$(13,705.97)	
Yearly	Total Collected	\$(114,772.53)	

3. Litigations & Insurance Claims

● June, 2014:	Litigations	6
● June, 2014:	Insurance Claims	7

4. Rules Compliance and Open Cases

● Total Rules Compliance letters sent in year 2013:	749
● Total Rules Compliance letters sent in year-to-date 2014:	545

5. Stock Transfers – Escrows – Transfers Year-to-Date 2014

MUT →	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
Jan	1	2	0	1	2	3	1	1	1	0	2	1	1	0	0	1		17
Feb	2	6	2	3	1	1	3	1	2	0	1	2	1	0	0	0		25
Mar	3	6	2	3	4	2	4	3	3	1	0	2	5	3	0	2		43
Apr	4	4	4	0	4	1	2	0	0	2	3	2	0	4	0	0		28
May	9	7	7	0	2	1	1	5	4	1	2	2	1	3	0	2		47
June	5	4	3	0	5	1	2	4	3	0	3	1	2	1	0	0		34

Total Sales Through June 2014 = 194	Total Sales Through June 2013 = 336	(-42.25%)
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2014

6. MUTUAL ANNUAL ELECTION RECAP:

Mut	Apartments	Quorum Required	Ballots Received	Percentage Voting 2014	Percentage Voting 2013
1	844	281	423	50%	45%
2	852	288	421	50%	56%
3	432	144	235	55%	49%
4	396	132	213	55%	63%
5	492	164	233	48%	55%
6	408	136	218	54%	54%
7	384	128	229	61%	52%
8	348	116	164	48%	47%
9	384	128	235	63%	55%
10	276	92	169	61%	61%
11	312	104	177	58%	55%
12	452	151	252	57%	54%
14	328	109	235	74%	70%
15	502	167	305	62%	59%
16	60	20	53	91%	91%
17	126	64	79	65%	52%

3,641

Needs 50% + (1) to Pass

MUT	BYLAW AMENDMENT	YES	NO	Abstain	PASSED
10	ELECTIONS EVERY (2) YEARS	151	27	6	No
11	INCREASE BOARD TO (2) YEAR TERMS	125	48	4	No
14	DECREASE BOARD FROM 9 TO 7	128	104	-0-	No

One	Two	Three	Four
Richard Stone	R. James Williams	Joyce Rutledge	Robert (Bob) Slater
Ardith Griepsma	Myrna Baker	Sandy Geffner	Irene Courtney
Fred Holzer	Sandy Esslinger	Robert (Bob) Hoover	Janet (Jan) Kuhl
Craig Inglis	Ken Knebel	Jim Hutchinson	Suzi Smith
Saundra Luther-Stark	Holly Maclaren	Sheri LaRoche	Aggie storey
Eileen Merritt	Lauren Sporcich	Shirely Reimers	Janet Wade
Penny Rahming	Stanley Verdi	Leonard Uzan	
Ruben Collazo	Pam Tappen		
Kathy Almeida	To be appointed		

Five	Six	Seven	Eight
Jan Jarecki	John Garrett	Roger Bennett	Clarence Fuqua
Tony Moretti	Brian Ayres	Steve Mattis	Ruth Berg
Renee Stewart	Frances Boardman	Joann Fellows	Suzanne Fekjar
Christine Bittner	Tom Dowd	Joyce Rettella	(Rosie)Page
Phillip Hood	Susan Hopewell	Owen Huff	Richard Winslow
Susan Tembly	Randy Miller	Sue Rotter	
Victor Cjchildress	Mark Arnold	Susan Thiedt	
Joan Boryta			

Nine	Ten	Eleven	Twelve
Robert (Bob) Walz	Ruthann Arlart	Phillip Mandeville	Lucille Findlay
Linda Bryan	Esther Cummings	Pamela Ann Baker	Roy Fluharty
Liz Cvikel	Mike Giles	Geoff Davies	Janet Evans
Derek Hogarth	Noreen Kirchoff	Shirley French	Sharon Woodruff
Nancy Wheeler	Phil Phillips	Walter Lodwick	Susan Ferraro
Tony Dodero	Don McCallum	John Neal	Joe Welch
Jean R. Smith	Janie Freitag		Kathleen Hamilton
	Phillip Rousseau		

Fourteen	Fifteen	Sixteen	Seventeen
Ann Pepper	Darse Crandall	Al Grenrock	Peter Hayes
Kurt Bourhenne	Grace Obenauer	Lita Lewis	Norma Poe
Rutg Harrison	Dora Otrambo	Merriweather	Shannon Brennan
Martha Destra	Michael Pahlow		Regine
Val Jorgenson	Joyce Reed		Cathy Gassman
Muriel Luther	Judith Rhodes		
Lee Melody	Helen Tran		
Sandy Tessier			
Carol Johnstone			

7.

Transfers of Ownerships	10	
Pets Registered	593 Dogs	326 Cats
Caregivers	319 year to-date	20 Registered in May

8.

Social Services Monthly Cases Overview – May, 2014
Tiffany Munholland – Social Services Liaison

Mutual	Open Cases	Closed Cases		Mutual	Cases Open	Cases Closed
One	7	1		Nine	4	0
Two	12	1		Ten	8	1
Three	9	1		Eleven	3	0
Four	4	0		Twelve	7	0
Five	8	0		Fourteen	6	0
Six	6	0		Fifteen	3	6
Seven	10	0		Sixteen	1	0
Eight	1	0		Seventeen	3	1
				Total	92	11

**Golden Rain Foundation Executive Committee
Human Resources Report – July 8, 2014**

Human Resources Department Wage and Benefits Variance Report – *May 2014*

Description	Actual	Budget	Variance	Reason for Variance
Salaries & Wages	\$67,368	\$70,240	\$2,872	Reduction in salaries due to new hire at lower rate
Group Insurance Medical	\$2,632	\$4,006	\$1,374	New hire did not have benefits for 3 months of year
Retirement Fund	\$993	\$2,809	\$1,816	New hire not eligible for retirement fund
Emp. Recruitment/Temp	\$827	\$0	(\$827)	Recruitment Fees for HR position posting in Sept 2013/Background Review Fees
Dues & Memberships	\$124	\$1,155	\$1,031	No dues or memberships purchased so far this year
Total Explained Variances			\$6,266	

<i>YTD</i>				
<i>G/L Number</i>	<i>Description</i>	<i>Actual</i>	<i>Budget</i>	<i>Budget Variance</i>
<i>Expenses</i>				
61000	Salaries & Wages	\$67,368	\$70,240	\$2,872
61400	Payroll Taxes	5,722	5,658	(64)
61420	Workers Compensation	1,174	1,231	57
61430	Group Insurance Medical	2,632	4,006	1,374
61433	Group Insurance - Dental	64	92	28
61435	Group Insurance - Vision	56	78	22
61440	Retirement Fund	993	2,809	1,816
61450	Group Insurance - Life	180	224	44
61460	Long Term Disability Insurance	216	423	207
64750	Empl. Recruitment / Temp. Fees	827		(827)
64810	Continuing Education	445		(445)
64830	Dues & Memberships	124	1,155	1,031
66255	Employee X-Rays & Exams	468		(468)
Total Expenses		80,269	85,916	5,647

1. Compensation Study Report

- a. Reviewed Compensation Study Report with Executive Committee 1-6-2014.
- b. Reported to Executive Committee ideas for vacation time, maximum balances, and Paid Time Off.
- c. Reviewed with Board of Directors in February 2014.
- d. Develop plan around Study for review with Executive Committee and Board of Directors prior to 2015 budgeting period.
- e. Review with the Executive Committee the non-exempt pay structures mid-year.

2. 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 on 1-28-2014.
- c. Employee handbook sent to Mr. Payne for review in February 2014.
- d. Discussion with Associate from Rutan to review handbook recommendations on 3-4-2014.
- e. Associate from Rutan has completed recommendations/revisions. Mr. Payne will review revisions on week of May 5, 2014.
- f. Work with Executive Committee on review of handbook.

3. Paychex Human Resources System

- a. Training was started on configuring HR system.
- b. We are working with IT to extract information out of the old system to populate new system.
- c. Within system, we will track basic employee related information needed to pay an employee plus we will also track performance evaluations, disciplines, salary increases, termination reasons, and employee specific training.
- d. Go-live pending for employee self-service. Roll-out with new employee handbook.

4. Performance Management System

- a. Developing initial designs for performance management system.
- b. Next action will be to present to Executive Committee mid-year.

5. Succession Planning

- a. Initial plan was reviewed by Executive Committee in February 2014.
- b. Successors will be identified for key positions and the development needed to move them to next level.
- c. Plan will be reviewed with Executive Committee mid-year.

6. Management Development

- a. Management staff participated in a behavioral assessment in February 2014.
- b. Assessment reviewed at Management meeting in April 2014.
- c. Team building and Leadership exercises will continue over next year at bi-weekly management meetings.

7. Retirement Plan

- a. One-on-one financial planning sessions have been scheduled for June 9th and 10th. Free service for our employees.
- b. Sessions were sparsely attended. This may be due to summer vacations, board meeting on one of the days, and lack of knowledge on how these sessions can help. We will offer these sessions again in the fall with a focus on promoting the education aspect of these sessions.

8. PTO Plan

- a. Discussed the concept of changing Vacation and Sick into Paid Time Off plan with Executive Committee in January 2014.
- b. Development of the plan and costs will be completed in Spring/Summer 2014.
- c. Plan will be reviewed with Executive Committee and Board of Directors prior to 2015 Budget period for possible 1-1-2015 implementation.

9. Recruitment – Openings in June – 9 Positions (1 positions filled)

- a. Building Inspector – Full-time (Accepting applications/Interviewing)
- b. Mutual Administration Assistant Manager – Full-time (Accepting applications)
- c. Executive Coordinator – Full-time (Accepting applications)
- d. Purchasing Coordinator – 1 Full-time (Accepting applicants/Interviewing)
- e. Security Officer – 3 Part-time (1 filled - Accepting applications/Interviewing)
- f. Bus Driver – 2 Part-time (Interviewing)

10. 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 6-30-2014.

11. Safety

- a. We had one new claim report in January for an incident that occurred in June 2013. This claim has been denied but employee is appealing.
- b. We had two (2) claims in the month of May. Both involved strains.
- c. We had one (1) claim in the month of June. Claim under review.

Workers Compensation - Job Accident Information by Month

Month	Current Year 2014	2013	2012	2011	2010
January	0	2	0	1	1
February	0	1	1	0	1
March	0	1	4	1	1
April	0	3	2	0	1
May	2	1	0	0	2
June	1	0	2	0	2
July		1	2	2	1
August		4	2	4	0
September		2	3	2	1
October		3	2	0	1
November		3	0	0	0
December		1	0	4	0
Total	3	22	18	14	11



2014 Capital Projects (Update, June to December 2014)

June

- \$500 File Maker Pro, News (CC & ITS)
- \$1,200 4 File Maker Pro Licenses (CC & ITS)
- \$3,000 Misc Sound System Replacement (RC)
 - General replacement of sound equipment as required
 - **Projects will be completed as proposed**

July

- \$2,500 Work Station Replacements, Misc (ITS)
 - Ongoing to replace workstations (Window 7 Migration) and other computer hardware as needed throughout the year.
 - **Project will be completed as proposed**
- \$40,000 Campus WiFi (ITS)
 - Original plans to deploy a campus wifi umbrella are likely to be postponed until further study is performed, and committee/board decides that this is a need for the Foundation and community. Discussion will be held with the ITS committee in July to determine if this is a need and if these funds can be used for an initial campus WiFi feasibility study.
 - **Project has been canceled and funds may be reallocated**
- \$10,000 AC Replacements, general (PPC)
 - Budgeted for general replacements as needed
 - **Project will be completed as proposed on a as needed basis**

August

- \$5,600 Tablets for Phy. Prop. (8) (PPC & ITS)
 - New acquisition budgeted for the physical properties inspectors to use while working out in the field. Scheduled for August deployment, contingent on Jenark/MicroMain implementation.
 - **Project will be completed as proposed**
- \$3,000 Portable Security Cameras (SBTC)
 - Project to be reviewed by the Committee in August for approval. The project will provide the Security Department with capability to deploy cameras where and as needed.
 - **Project will be completed as proposed**

September

- \$2,500 Work Station Replacements, Misc (ITS)

- Ongoing to replace workstations (Window 7 Migration) and other computer hardware as needed throughout the year
- **Project will be completed as proposed**
- \$24,685.44 Surveillance Cameras Expansion (SBTC & ITS)
 - In progress, deployments throughout year.
 - Reserve and new acquisition budgeted to increase security surveillance throughout GRF organization. Completed deployments include new Café and Purchasing areas. Additional deployments will include specific community intersections and cross-walks, and door ways of community facilities. Funds will also be used to replace existing equipment that requires replacements.
 - Areas for committee review and consideration
 - St Andrew Cross walk
 - St Andrews and Tam O'Shanter
 - Pool and Spa
 - Interiors – CH1,2,3,4 and 6
 - **Project will be completed as proposed**
- \$10,000 Case Management Software (SBTC & ITS)
 - This project has been placed on hold pending the implementation of the new Jenark software system that may provide the services of a case management software system. The system is intended to document security department activity and citation management.
 - **Project has been canceled and funds may be reallocated**

October

- \$10,000 Server Memory Upgrade (ITS)
 - New acquisition budgeted to increase server memory to implement virtual workstation technology, and any other necessary server system upgrades.
 - **Project will be completed as proposed**
- \$2,000 Window 7 License (ITS)
 - New acquisition budgeted to purchase additional Windows 7 Licenses as needed.
 - **Project will be completed as proposed**
- \$4,000 Visitors Admission Printers (SBTC)
 - This project has been placed on hold pending the implementation of the new Jenark software system. Printers will be purchased once Jenark is implemented and functioning at all gates. These printers will be used to print out daily parking passes for guests at the gates
 - **Project will be completed as proposed**

November

- \$21,000 Tablets for Ser. Maint. (30) (PPC & ITS)
 - New acquisition budgeted for Service Maintenance staff to use while working out in the field. Scheduled for November deployment, contingent on Jenark/MicroMain implementation.

- Project has been canceled and funds may be reallocated
- \$2,605.63 Work Station Replacements, Misc (ITS)
 - Ongoing to replace workstations (Window 7 Migration) and other computer hardware as needed throughout the year
 - Project will be completed as proposed

December

- \$5,000 IP Phone & Conference Phone (ITS)
 - Budgeted as a contingency for IP Phones to be purchased throughout the year as needed.
 - Project will be completed as proposed

Large Projects

- \$1,200,000 Perimeter wall replacement (PPC)
- Project originally proposed for wall sections M & L (2,910 linear feet)
 - South wall, Westminster
 - Committee approval of soils testing - \$7,850
 - Soils testing scheduled for early July
 - PPC currently in review of wall sections J & H for replacement - \$560,000
 - May require survey to verify property line.
 - May require engineering for grade and drainage
 - Possible consideration to completing section A - \$390,000
 - Work will have impact to the landscape which will require remedial actions
 - 1.2 million budgeted and allowing for a 10% contingency (\$95,000) estimated project cost \$1,045,000
- \$1,000,000 Paving Project Phase 2 (PPC)
- Current project approved
 - Installation of 3 way Stop at Interlachen - \$3,500
 - Improvements at St Andrews Gate - \$25,000
 - Various projects currently under review by PPC
 - Tam O'Shanter Intersection improvements - \$50,000
 - Installation of lighted cross walk at St. Andrews and Pool - \$45,000
 - Replacement of all street markings - \$300,000
 - Repairs and/or replacement of Del Monte – TBD
 - Patch and crack fill
 - Plans for center Island replacement (Landscape) along St. Andrews - TBD
 - Street Signage improvements as noted by the Anderson Penna report - \$2,000

Note:

1. \$71,000 in funds may be subject to relocation
2. See attached recap of current work in progress
3. All costs are estimated and are for the purpose of planning and review only



Administration Building 2nd Floor, Proposed Modifications

There is a clear and present need to provide additional support to the Mutual Administration Department, combined with recent staffing changes and revision of the role of the Assistant to the President which will now become Executive Coordinator. The following are the proposed modifications to the 2nd floor of the Administration building which are intended to accomplish the following:

- Enhance the receptionist station and lobby
- Provide required additional office space for the new position of Assistant Mutual Administration Manager.
- Group all Mutual Administration offices into a central location and expand available office space.
- Group the Executive Offices and provide a common corridor between the Office of the President and Executive Director

See Attached Plans sheets 1 through 3.

General Scope of Work

1. Remove and relocate doors per attached plans.
2. Close doorways, drywall and texture as required
3. Add electrical and ITS as need per the office reconfiguration and to support relocation of the copy machine.
4. Remove and install storage cabinets as needed (copy room)
5. Paint all wall and ceiling surfaces (colors to match conference room)
6. Replace Carpeting (including stairway)
 - a. Add vinyl or other suitable floor covering in area directly under the copy machine (approximately 3' x 5').
 - b. Carpet "new" recording secretaries office area (cover vinyl flooring)
7. Remove and replace window coverings (match conference room)
8. Scope of work includes Board work room.

Optional

1. Remove walls (structure and budget allowing)
 - a. Wall A – Open office concept Mutual Administration)

b. Wall B – Open office concept Administration)

Office Furniture Requirements

1. Reception desk/work station
2. Social Services
3. Copy room storage cabinets and/or shelving

Funding

\$71,000 is available through 2014 Capital Projects which will not be preformed (see attachment 2014 Capital Project Update)

Estimated Costs

Item	Low Estimate	High Estimate	Notes
Carpet	15000	20000	Based upon worked preformed at CH5 and Conference Room
Paint	7500	12000	Based upon worked preformed at CH5
Window Coverings	3400	4600	
General Reno	6000	11000	General Estimate to R & R Doors and Walls
Electrical & ITS	2000	4000	General Estimate, electrical & ITS needs
Furniture	6000	8000	1 Reception Desk, 3 Work Stations
Sub Total	39900	59600	
Allocated Labor	3600	5400	100 to 150 hours at \$36 per hour
Contingency	2500	5000	
Total	\$46,000	\$70,000	Estimated Costs

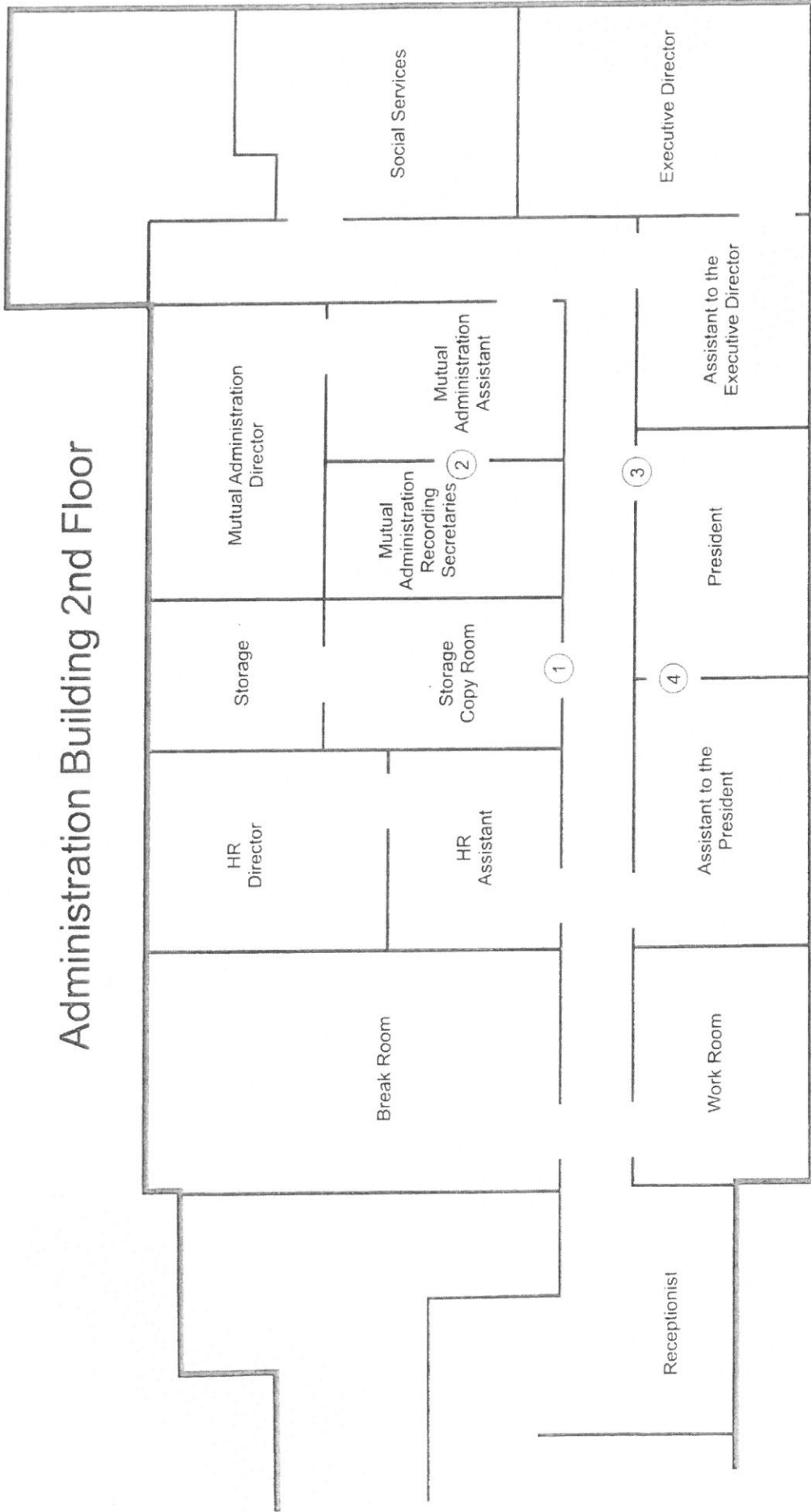
Project Flow/Management

Maintaining a fully operational work environment throughout the full scope of the project is a requirement. As such the proposed project would have to be completed in phases and will require the services of contractors after hours or on weekends. Further it is suggested that GRF Physical Properties not perform the noted construction work (doors relocation, wall openings and closures) due to current mutual work load.

Recommended review process

1. Executive Committee – Project general review
2. Board -Conceptual approval
3. Finance Committee – recommendation to reallocated approved Capital Funds
4. Physical Properties Committee – Proposals and Bid review
5. Approval – Board

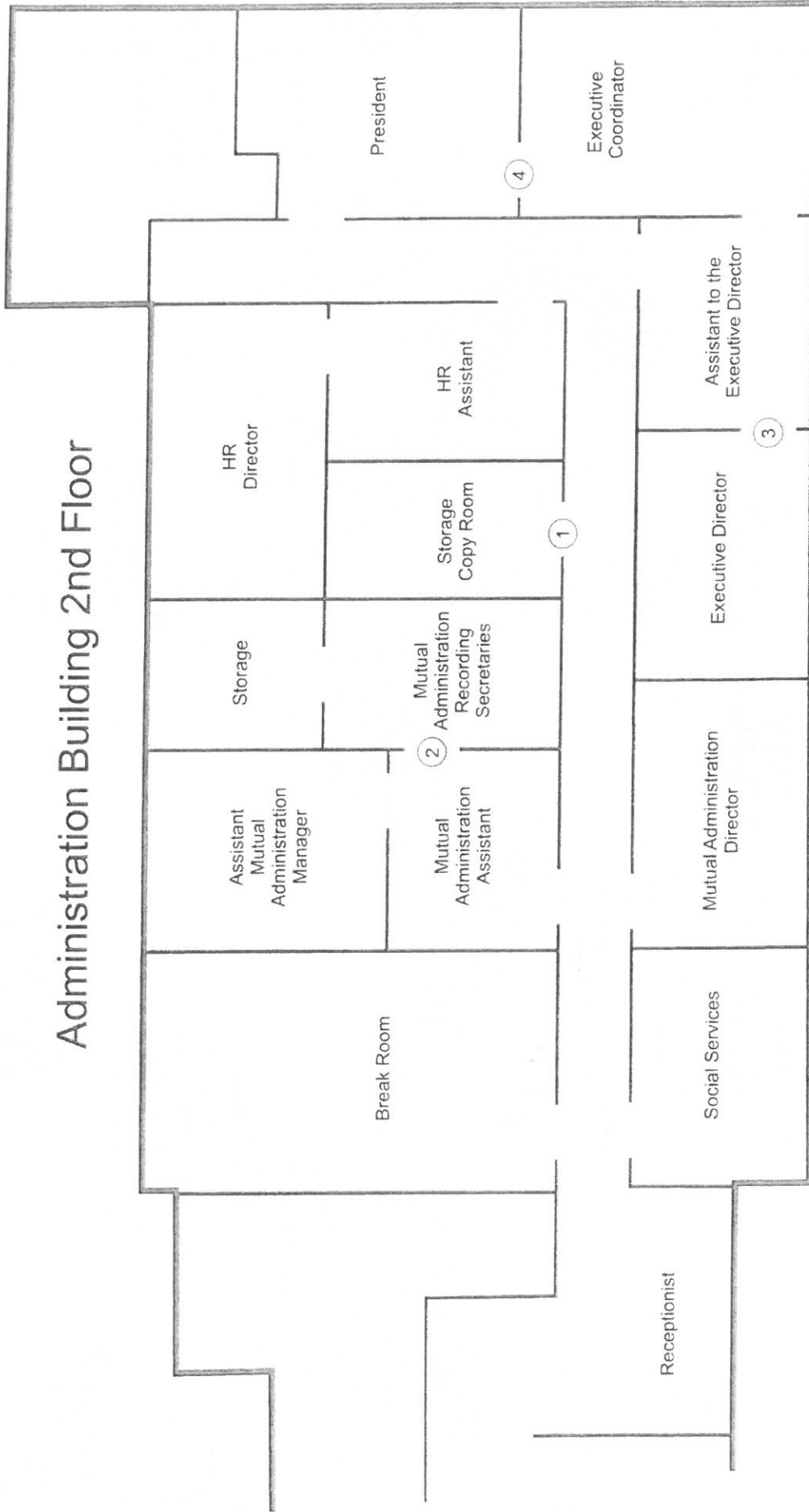
Administration Building 2nd Floor



○ = Doors to be removed and relocated

Existing Office Plan

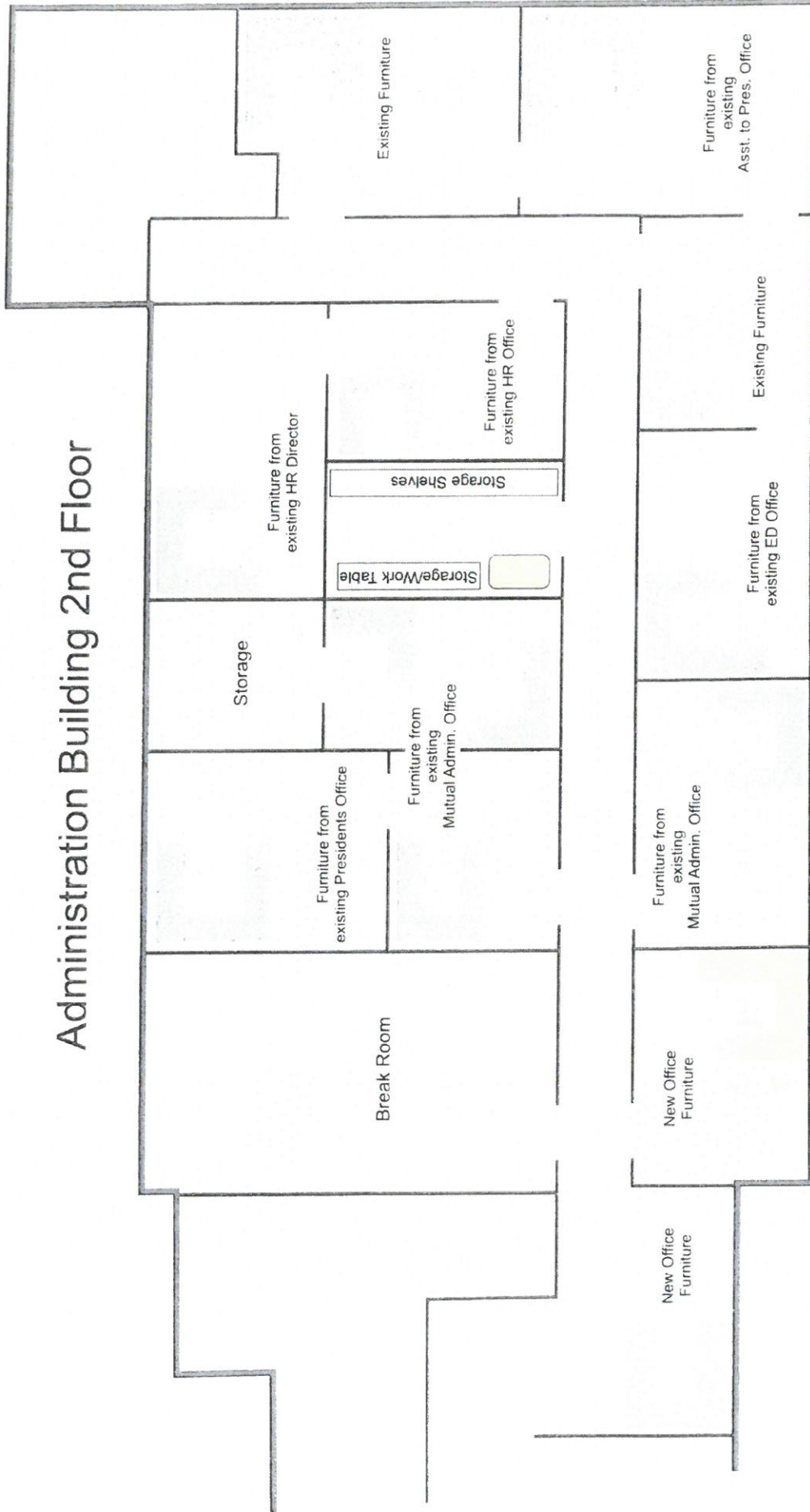
Administration Building 2nd Floor



○ = Doors to be added

Proposed Office Plan

Administration Building 2nd Floor



Proposed Office Plan General Furniture Layout