



Agenda

Finance Committee

Administration Conference Room/Marisa McCauley

Tuesday, October 21, 2014 • 9:30 AM

1. Call to Order / Pledge of Allegiance
2. Roll Call
3. Introduction of Guests and Staff
4. Committee Rules
5. Approval of Finance Committee Minutes
 - a. Approval of Regular Meeting Minutes of September 16, 2014
 - b. Approval of Special Meeting Minutes of September 19, 2014
 - c. Approval of Special Meeting Minutes of October 7, 2014
 - d. Approval of Special Meeting Minutes of October 15, 2014
 - e. Approval of Special Meeting Minutes October 17, 2014
6. Chair's Announcements
7. Foundation Member Comment Period (*for Agenda items only*)
8. Review Correspondence
9. Staff Reports
 - a. Controller
 - a) Report (pg.1)
 - b) September 2014 Financial Statements
 - b. Purchasing Supervisor (pg.14)
 - c. Executive Director
 - a) Capital Projects – Update Only
10. Unfinished Business
 - a. Reserve Study – Update Only
 - b. Amend Policy 5061, Membership Fees (pg.16)
 - c. Rescind Regulation 5061.1, Initiation Fee (pg.20)
 - d. Rescind Policy 5062, Transfer Fee (pg.21)
 - e. Amend Policy 5517, Liability Deductible and Disaster Reserve Fund (pg.22)
 - f. Amend Policy 5528, Refund of Excess Income (pg.24)
 - g. Amend Policy 5115, Finance Committee – Discussion Only (pg.26)
11. New Business
 - a. Insurance Renewal – Update Only
 - b. Mutual Self-Insurance Fund – Request for Payment From Mutual Seven (pg.31)
 - c. Approve Non-Budget Funding from Recreation Committee: Lathe for Woodshop (pg.53)
 - d. Approve Non-Budget Funding from Executive Committee – Emergency Items (pg.54)
12. Audit Sub-Committee Report – Go Out To Bid May 2015
13. Resales Sub-Committee Report (pg.57)
14. Foundation Member Comment Period
15. Committee Member Comments
16. Next Monthly Meeting: November 18, 2014 @ 10:00 AM

**** Agenda is Subject to Change****

Controller's Financial Recap – September 2014

As of the nine-month period ended September, 2014 the financial reports indicate that GRF is in favorable financial position with a surplus of \$709,668.

Major variances are:

Salaries, Wages & Benefits	591,063	YTD FTEs are below budget by 5;\$42K workers comp 2013 refund plus YE of \$58.8 favorable variance; New Group Ins contract < budget.
Temp EEs / Recruitment	(44,572)	Temp used to fill key positions.
Net positive variance	546,491	
Depreciation	133,447	Capitalization of the paving project of \$1.9M was deferred for 4 months; \$886K carryover from 2013 not yet used.
Materials & Supplies	65,430	Prudent spending
Other Income	57,344	YTD donations of \$20K; Guest passes \$5K; Building permits \$32K
Onsite Sales Office Rental Inc.	46,100	Actual sales exceeded budget
State & Federal Taxes	38,399	Although \$51,200 was budgeted for the year, the current tax liability is sufficient for the year. YTD accrual was reversed.
Stock Transfer Fees	(41,497)	Less stock transfers than planned
Record Retention	(50,080)	Document scanning – unbudgeted item.
News Advertising Income	(64,034)	Revenues < budgeted
SRO Labor Cost Recovery	(68,890)	Lag in labor recognition due to pending open work orders.

Controller's Financial Recap – September 2014

Capital Budget expenditures for the year are \$295,978 with a budget of 3M.

Funds totaling \$2.9M were carried over from the 2013 capital budget. Projects totaling \$2M have been completed and capitalized from these funds. The remaining \$886K is assigned to projects that have not yet been completed.

2014 CAPITAL ACQUISITION BUDGET

Center	Description	Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
			Jan- Aug	Sept	Total			
30	45 Chairs for Admin Conference Room	9,680	9,680.00		9,680.00	0.00		0.00
30	Lobby Area Chairs outside Conference Room	0	1,594.32		1,594.32	(1,594.32)		(1,594.32)
30	Admin. Lunch Room- Conference Table and Mid Back chairs	0	3,178.15		3,178.15	(3,178.15)		(3,178.15)
30	Admin. Building Remodel 2014	71,000	-			71,000.00		
32	Cantilever Rack for Wood Storage	3,000	1,709.99		1,709.99	1,290.01		1,290.01
32	Barcode label printer	1,000	-		0.00	1,000.00		1,000.00
32	Showroom remodel (from 2013 but not carried forward)	0	1,584.92		1,584.92	(1,584.92)		(1,584.92)
34	IP Phones (8@500, plus conference phone \$1k)	5,000	356.40	507.58	863.98	4,136.02		4,136.02
34	Tablet Devices for Physical Properties (8@ \$700)	5,600	128.44	3,717.84	3,846.28	1,753.72		1,753.72
34	Tablet Devices for Managers (5@ \$700)	3,500	4,248.96	531.12	4,780.08	(1,280.08)		(1,280.08)
34	Tablet Devices for Service Maintenance (30 @ \$700) (21K)	0	-		0.00	0.00		0.00
34	Library Patron/Print Management System	10,000	-		0.00	10,000.00		10,000.00
34	Workstation Replacements, Peripherals, Misc Hardware	15,000	7,394.37	578.74	7,973.11	7,026.89		7,026.89
34	Dell R710 Server Memory Upgrade	10,000	-		0.00	10,000.00		10,000.00
34	Windows 7 Licenses	2,000	-		0.00	2,000.00		2,000.00
34	Time and Attendance Hardware	6,395	2,354.34		2,354.34	4,040.66		4,040.66
34	Surveillance Camera Expansion	30,000	5,617.08		5,617.08	24,382.92	1,947.00	22,435.92
34	Campus Wifi for GRF staff & directors (40K)	0	-		0.00	0.00		0.00
34	Jenark One time Fee	145,000	-		0.00	145,000.00		145,000.00
34	iPads for Directors and IT (from 2013 but not carried forward)	0	3,243.47		3,243.47	(3,243.47)		(3,243.47)
35	Jamex 6557 Multi Copy,bill and coin unit- Delivery Charge	0	29.00		29.00	(29.00)		(29.00)
35	8 Computers Patron use	6,500	6,145.89		6,145.89	354.11		354.11
35	Security & Catalog Software	0	14,110.66		14,110.66	(14,110.66)		(14,110.66)
35	Installed Gas electric package A/C unit	0		5,800.00	5,800.00	(5,800.00)		(5,800.00)
36	6 Mini Mac Computers @ \$600 each	3,600	1,090.80		1,090.80	2,509.20		2,509.20
36	6 Computer monitors @ \$300 each	1,800	-	612.78	612.78	1,187.22		1,187.22
36	Filemaker Pro 12 Advanced	500	-		0.00	500.00		500.00
36	4 Filemaker Pro Licenses @ \$300 each	1,200	-		0.00	1,200.00		1,200.00
36	Ipad Mini Wi-Fi Cell 16GB (Phase 1 Credit Card Solution)	0	913.20		913.20	(913.20)		(913.20)
37	Case Management Software (10K)	0	-		0.00	0.00		0.00
37	4 Visitor Admissions Printers	4,000	-		0.00	4,000.00		4,000.00
37	4 Replacement Security Patrol Vehicles	120,000	104,334.48	2,215.50	106,549.98	13,450.02		13,450.02
37	Overhead lights, spotlight, and siren for new patrol vehicles	5,000	-	3,988.98	3,988.98	1,011.02		1,011.02
37	Portable security cameras for outdoor use	3,000	-		0.00	3,000.00		3,000.00
37	License plate recognition system (one at each gate)	20,000	19,587.72		19,587.72	412.28		412.28
40	Clubhouse Air conditioner Replacements	20,000	-		0.00	20,000.00		20,000.00
40	Miscellaneous Sound Equipment	5,000	-		0.00	5,000.00		5,000.00
40	Professional services for master planning	50,000	-		0.00	50,000.00		50,000.00
45	Amphitheater- Replace console	0	1,409.50		1,409.50	(1,409.50)		(1,409.50)
48	Hot pool shade	4,000	-		0.00	4,000.00		4,000.00
48	Raypack Pool Pump	0	1,309.08		1,309.08	(1,309.08)		(1,309.08)
48	Installed Gas Pool Heater at the Pool/Spa	0	-	3,280.00	3,280.00	(3,280.00)		(3,280.00)

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2014 CAPITAL ACQUISITION BUDGET

Center	Description	Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
			Jan- Aug	Sept	Total			
51	Clubhouse 1- Blue Chairs	5,000	4,975.34		4,975.34	24.66		24.66
52	Clubhouse 2- Blue Chairs	5,000	4,975.34		4,975.34	24.66		24.66
52	Clubhouse 2- Replaced Auto Transfer Switch	0	-	3,517.00	3,517.00	(3,517.00)		(3,517.00)
53	Clubhouse 3- Blue Chairs	5,000	4,975.34		4,975.34	24.66	162.00	(137.34)
53	Clubhouse 3- Microphones- Audio Technica Pro	0	323.94		323.94	(323.94)		(323.94)
53	Clubhouse 3- Recover Sound Panels in Room 1-9	0	7,550.00		7,550.00	(7,550.00)		(7,550.00)
53	Clubhouse 3- Replaced Vertical Blinds in Room 1-9	0	4,078.60		4,078.60	(4,078.60)		(4,078.60)
53	Clubhouse 3- Restroom Auto Doors	0	4,453.00		4,453.00	(4,453.00)		(4,453.00)
54	Clubhouse 4- Blue Chairs	5,000	4,975.34		4,975.34	24.66	162.00	(137.34)
54	Clubhouse 4- Entry Way concrete replacement	9,000	-		0.00	9,000.00		9,000.00
54	Clubhouse 4- Art Room Heat Pump	0	4,600.00		4,600.00	(4,600.00)		(4,600.00)
54	Clubhouse 4- Remove Concrete and Construct Wheel Chair Ramp	0	10,788.00		10,788.00	(10,788.00)		(10,788.00)
56	Excerise Equipment (Use Tax) (from 2013 but not carried forward)	0	303.60		303.60	(303.60)		(303.60)
56	Stiga Surround- Table tennis barriers	0	-	862.56	862.56	(862.56)		(862.56)
74	2 Portable Air Compressor	0	645.84		645.84	(645.84)		(645.84)
74	Compactor WP- 1150AW Asphalt	0	2,279.88		2,279.88	(2,279.88)		(2,279.88)
79	Lanscaping at Trailer Park	0	3,675.00		3,675.00	(3,675.00)		(3,675.00)
79	Perimeter wall sections M & L	1,200,000	-		0.00	1,200,000.00		1,200,000.00
79	Perimeter wall Engineering	30,000	-		0.00	30,000.00		30,000.00
79	Landscape Improvement	40,000	-		0.00	40,000.00		40,000.00
79	Trust Street Paving Project	1,000,000	-		0.00	1,000,000.00		1,000,000.00
79	Trust Street Landscape Improvements	52,000	-		0.00	52,000.00		52,000.00
79	Re-roof community facilities buildings- Clubhouse One	90,000	-		0.00	90,000.00		90,000.00
79	Paint Main Gate Areas	20,000	-		0.00	20,000.00		20,000.00
Total Planned Capital Acquisitions		3,022,775.00	248,619.99	25,612.10	274,232.09	2,748,542.91	2,271.00	2,675,271.91

Donated Capital		EXPENDITURES			Labor
Center	Description	Jan- Aug	Sept	Total	
38	Access Bus- 2014 ARBOC Spirit Freedom (donated by GAF)	\$ -	117,166.12	117,166.12	
51	Clubhouse 1 - Ice Machine (donated by GAF)	\$ 191.52		191.52	681.00
54	Clubhouse 4 - Ice Machine (donated by GAF)	\$ 191.52		191.52	723.00
56	Excerise Equipment (GAF Donation)	\$ 4,196.60		4,196.60	
Total Donated Capital		4,579.64	117,166.12	121,745.76	1,404.00

Total Capital Acquisitions

3,022,775.00	253,199.63	142,778.22	395,977.85	2,748,542.91	3,675.00	2,675,271.91
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Earmarked for a different project

2013 CAPITAL ACQUISITION BUDGET CARRYOVER TO 2014

Center	Description	Carryover Balance	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan- Aug	Sept	Total			
30	Sound and Projection System - Admin. Conference Room	33,031.00	37,115.11		37,115.11	(4,084.11)	20,448.30	(24,532.41)
32	Relocate Warehouse heating unit (Proj. 3338-13P)	2,000.00	2,132.00		2,132.00	(132.00)		(132.00)
33	Stock Transfer Mail Folder Inserter Machine	19,029.44	19,029.44		19,029.44	0.00	180.00	(180.00)
33	Stock Transfer 10 lb Scale Postage Machine	13,961.72	13,961.72		13,961.72	0.00		0.00
34	31 Computers & laptops	27,185.00	23,833.08		23,833.08	3,351.92		3,351.92
34	Server Rack and Network Infrastructure Improvements (sales tax)	56.40	56.40		56.40	0.00		0.00
34	Jenark / MicroMain	115,000.00	0.00		0.00	115,000.00		115,000.00
37	Radio repeaters for Security & Service Maintenance	5,872.10	6,233.44		6,233.44	(361.34)		(361.34)
37	St. Andrews Gate carpet replacement	2,500.00	1,698.20		1,698.20	801.80		801.80
37	Automated Pedestrian Gate	5,000.00	0.00		0.00	5,000.00		5,000.00
51	Clubhouse 1 - Lobby Furniture	15,000.00	7,142.45	2,219.88	9,362.33	5,637.67	942.00	4,695.67
52	Clubhouse 2 - 52 Long Tables (sales tax)	549.87	549.87		549.87	0.00		0.00
53	Clubhouse 3 - Heat pump	4,500.00	5,000.00		5,000.00	(500.00)		(500.00)
54	Clubhouse 4 - Heat pump	3,690.00	4,100.00		4,100.00	(410.00)		(410.00)
54	Clubhouse 4 - Replace All Tiles	40,000.00	0.00		0.00	40,000.00		40,000.00
55	Video Producers Equipment (sales tax)	62.32	62.32		62.32	0.00		0.00
55	Café Project	11,040.00	10,128.32		10,128.32	911.68	6,597.00	(5,685.32)
56	Various Exercise Equipment	7,042.53	7,042.53		7,042.53	0.00	72.00	(72.00)
70	Carpeting - downstairs	10,000.00	20,200.00		20,200.00	(10,200.00)		(10,200.00)
70	Interior Painting (1st & 2nd Floors)	16,000.00	16,000.00		16,000.00	0.00		0.00
70	Exterior Painting	10,000.00	3,985.00		3,985.00	6,015.00		6,015.00
74	Gas Welding Machine with Torch	9,000.00	8,066.48		8,066.48	933.52		933.52
74	2 Portable generators (sales tax)	127.84	127.84		127.84	0.00		0.00
74	Chairs for Lunch Room (sales tax)	78.72	78.72		78.72	0.00		0.00
79	Perimeter Wall Replace - A & B (Chgd to R) (Proj. 591-01B)	500,000.00	0.00		0.00	500,000.00		500,000.00
79	Main Gate Beautification (Proj. 683-12A)	200,000.00	0.00		0.00	200,000.00		200,000.00
79	Landscape Improvement	24,136.10	0.00		0.00	24,136.10		24,136.10
79	Trust Street Paving Projects	1,898,896.00	1,898,895.85		1,898,895.85	0.15		0.15
Total Planned Capital Acquisitions Carryover from 2013		2,973,759.04	2,085,438.77	2,219.88	2,087,658.65	886,100.39	28,239.30	857,861.09

2,961,919.00 Per Capital Budget Variance Report - December 31, 2013
4,788.00 Add back Ice Machines deducted from 2013 budget (donated by GAF)
5,000.00 Add overall unsued funds to CC 34 for Jenark / MicroMain
2,106.03 Misc variance with paving project & added sales tax for 2013 purchases
(53.99) Adjustment to CH3 - Microphones

2,973,759.04
0.00

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of September 2014**

	Contingency Operating Fund	Trust Improvement Fund	Capital Improvement Fund	Liability Insurance Fund	Mutuals' Self-Insurance Fund	Other Restricted	Nonrestricted Funds	Total
Balance 08/31/2014	685,047	173	6,012,225	1,020,052	20,894	627,007	563,048	8,928,446
Funded: Trust Asset Dep'n								-
Funded: Non-Trust Asset Dep'n		63,555	1,189					64,743
Funded: Membership Fees collected (60)			65,460					65,460
Progress Payments on CIP		(104,129)						(104,129)
New Capital Purchases		(132,714)	(613)					(133,327)
Donated Assets		104,630						104,630
Net Monthly Claims								-
Disbursement to Mutuals								-
Replenish fund for Item Donations								-
Transfers between funds		70,000	(70,000)					-
Net Monthly Activity						(71,026)	(292,602)	(363,628)
Balance 09/30/2014	685,047	1,515	6,008,260	1,020,052	20,894	555,981	270,446	8,562,195
Net Activity	-	1,341	(3,964)	-	-	(71,026)	(292,602)	(366,251)

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Project No.	Description	Approved Outlay	Date Approved						*
ABR2014	Administration Building Renovation	71,000.00	7/15/2014						*
712-14									*
Vendor :	Coast Factory Blinds	3,932.40							*
	Miscellaneous	4,439.19							*
									*
		Materials	Labor	Total					*
SROs:	231854	8.52	123.00	131.52					*
	232024	2.03	414.00	416.03					*
	233909	0.00	474.00	474.00					*
	233138	0.00	54.00	54.00					*
									*
Other:	See details below								*
	Total Project			4,439.19					*
				5,514.74					*

Project No.	Description	Approved Outlay	Date Approved
668-11B	Westminster Development Contingencies	8,525.00	
Vendor :	Craig Weber & Associates	675.00	7/3/2014 No Contract
	Black Rock Geosciences	7,850.00	6/30/2014 Contract

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
8/13/2014	Craig Weber & Associates	7/3/2014	675.00		
8/22/2014	Black Rock Geosciences	7/25/14	5,850.00	6,525.00	6,525.00

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Project No.		Description	Approved Outlay	Date Approved						*	
591-01B	Perimeter Wall Sections R		492,015.00							*	
	Contingencies									*	
Vendor :	John Dantuma Masonry		423,630.00	12/3/2013 contract date						*	
	John's Landscape		2,460.00	12/3/2013 contract date						*	
	Ted Stamen		450.00	2/19/2014 contingency fund						*	
	Pinnacle Landscape		6,000.00	4/4/2014 contract date						*	
	Pinnacle Landscape		1,760.00	6/5/2014 contract date						*	
	MJ Jurado		41,760.00	6/4/2014 contract date						*	
	Spectrum Care Landscape		9,800.00	8/21/2014 contract date						*	
	John's Landscape		3,840.00	8/19/2014 No Contract						*	
	Spectrum Care Landscape		2,315.00	8/8/2014 PP Committee Minutes						*	

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Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total						
12/10/13	John Dantuma Masonry	332	52,342.50	52,342.50	52,342.50						
2/12/2014	John Dantuma Masonry	3321	84,335.00								
2/7/2014	John's Landscape	CF-0035-90	2,214.00	86,549.00	138,891.50						
3/11/2014	John Dantuma Masonry	3322	84,335.00								
3/17/2014	Ted Stamen	022414-Revi	450.00	84,785.00	223,676.50						
4/9/2014	John Dantuma Masonry	3323	84,335.00	84,335.00	308,011.50						
5/6/2014	John Dantuma Masonry	3324	84,335.00								
5/19/2014	Pinnacle Landscape Co.	71762	5,400.00	89,735.00	397,746.50						
6/30/2014	City of Seal Beach- reimburs. Sidewalk		(7,000.00)	(7,000.00)	390,746.50						
7/24/2014	John Dantuma Masonry	3325	33,947.50	33,947.50	424,694.00						
9/3/2014	MJ Jurado	362	43,884.00								
9/5/2014	MJ Jurado	372	4,876.00								
9/15/2014	Johns Landscape Services	Ex0814CF	3,840.00								
9/30/2014	Spectrum Care Landscape	PP Minutes	2,315.00	54,915.00	479,609.00						

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Project No.	Description	Approved Outlay	Date Approved				
683-12A	Main Entrance Beautification	34,282.34					
Vendor :							
	Craig Weber & Associates	3,760.00	1/21/2013 Contract Date				
	Graham Stanley & Associates	3,000.00	1/21/2013 Contract Date				
	Graham Stanley & Associates	3,000.00	3/1/2013 Contract Date				
	Graham Stanley & Associates	88.84	3/31/2013 No Contract				
	Craig Weber & Associates	1,950.00	10/25/2013 No Contract				
	Craig Weber & Associates	18,650.00	11/6/2013 Approved by PP Committee				
	Pen, Ink, Color	1,500.00	2/15/2014 Contract Date				
	Pen, Ink, Color	1,050.00	5/27/2014 No Contract				
	Craig Weber & Associates	1,283.50	6/4/2014 No Contract				

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Date	Vendor / Job Details		Invoice Number	Amount			Monthly Total	Project Total			
3/22/2013	Graham Stanley & Associates		2716	3,000.00							
3/22/2013	Graham Stanley & Associates		2720	1,000.00			4,000.00	4,000.00			
5/1/2013	Graham Stanley & Associates		2723	2,000.00							
5/2/2013	Graham Stanley & Associates		2724	88.84							
5/31/2013	Craig Weber & Associates		2-1-13	3,760.00			5,848.84	9,848.84			
11/1/2013	Craig Weber & Associates		10-1-13	1,950.00			1,950.00	11,798.84			
1/28/2014	Craig Weber & Associates		12-2-13	6,131.00			6,131.00	17,929.84			
2/12/2014	Craig Weber & Associates		1-2-14	2,567.50							
2/20/2014	Pen, Ink, Color		February 13, 2014	500.00			3,067.50	20,997.34			
4/21/2014	Craig Weber & Associates		3-4-14	390.00			390.00	21,387.34			
5/6/2014	Craig Weber & Associates		2-1-14	1,080.00			1,080.00	22,467.34			
6/3/2014	Pen, Ink, Color		May 27, 2014	2,050.00							
6/11/2014	Craig Weber & Associates		5-1-14	3,520.00			5,570.00	28,037.34			
8/13/2014	Craig Weber & Associates		7-4-14	970.00			970.00	29,007.34			
9/5/2014	Craig Weber & Associates		6/4/14	5,275.00			5,275.00	34,282.34			

Project No.	Description	Approved Outlay	Date Approved
708-14	St. Andrews Improvement at Tam O'Shanter	8,420.00	
Vendor :	Anderson Penna	8,420.00	5/9/2014 Contract Date

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
8/6/2014	Anderson Penna	2790	3,182.00		
8/6/2014	Anderson Penna	2846	950.00	4,132.00	4,132.00

Project No.	Description	Approved Outlay	Date Approved
702-13	In Road Lighting Plan- St. Andrews Drive	2,000.00	
Vendor :	JLS Engineering	2,000.00	7/1/2014 Contract Date

Date	Vendor / Job Details	Invoice Number	Amount	Monthly Total	Project Total
9/5/2014	In Road Lighting Plan	08072014-01GRF	2,000.00	2,000.00	2,000.00

Jenark and MicroMain Software Purchase

MicroMain:

Software Licenses	20,900.00	
Annual Maintenance	12,600.00	
One-Time Setup	1,890.00	
Project Implementaion Customization	2,340.00	
Training & Implementation	7,740.00	
Application Integration/Customization	15,795.00	
Travel expenses (variable)		
	<u>61,265.00</u>	

Corelogic Jenark:

License Fees (Taxable)	90,240.00	
Tech Charges (Non-taxable)	<u>68,050.00</u>	
Total Contract Amount (not incl tax)	158,290.00	
Taxes on License Fees	<u>7,219.20</u>	165,509.20

Total Conversion Costs

226,774.20

P13

Jenark: Progress Payments

	License	Tech	Tax	Total	Inv #	Inv Date	Check #	Ck Date
Down Pymt with Agreement	79,145.00		6,331.60	85,476.60	112875	2/14/2014	94278	2/21/2014
						3/5/2014	94904	6/3/2014
Pymt Upon Installation of Software	11,095.00	28,478.00	887.60	40,460.60	113606	7/1/2014	95418	9/11/2014
Pymt 30 days after installation of software		19,786.00		19,786.00	113924	7/31/2014	95368	8/29/2014
Pymt 60 days after installation of software		19,786.00		19,786.00	Not yet billed			
Total	90,240.00	68,050.00	7,219.20	165,509.20				

MicroMain: Progress Payments

	License	Tech	Tax	Total	Inv #	Inv Date	Check #	Ck Date
Software Licenses	20,900.00			20,900.00	54166	2/24/2014	94441	3/14/2014
One-Time Setup	1,890.00			1,890.00	54166	2/24/2014	94441	3/14/2014
Annual Maintenance	12,600.00			12,600.00	54166	2/24/2014	94441	3/14/2014
Training & Implementation	7,740.00			7,740.00	54166	2/24/2014	94441	3/14/2014
Project Implementaion Customization (50%)	1,170.00			1,170.00	54166	2/24/2014	94441	3/14/2014
Application Integration/Customization (50%)	7,897.50			7,897.50	54166	2/24/2014	94441	3/14/2014
Project Implementaion Customization (50%)	1,170.00			1,170.00	Not yet billed			
Application Integration/Customization (50%)	7,897.50			7,897.50	Not yet billed			
	61,265.00	-	-	61,265.00				

October Surplus Equipment Disposition

Description	Price OBO
Desk	\$ 50.00
Small End Table	\$ 25.00
4' Storage Cabinet, Black	\$ 25.00
Coffee Table	\$ 20.00
3 drawer legal filing cabinet	\$ 20.00
Credenza	\$ 50.00
Office Chair	\$ 25.00
Office Chair	\$ 25.00
Office Chair	\$ 25.00
Office Chair	\$ 25.00

September Surplus Equipment Disposition

Description	End Status
Konica	Donate
Konica	Donate
Konica	Dispose
Large White Book/Storage Case	Donate/Dispose
Large White Book/Storage Case	Donate/Dispose
Large White Book/Storage Case	Donate/Dispose
White board, date by month	Donate/Dispose
2 drawer wood filing cabinet	\$ 50.00
2 drawer wood filing cabinet	Donate/Dispose
Pottery Wheel, Lockerbie	Donate/Dispose
Pottery Wheel, Lockerbie	Donate/Dispose
Panasonic Elect White Board w/Printer	\$ 40.00
Tall Bookcase	Repurposed
4 drawer filing cabinet	Repurposed
Time Clock	Donate/Dispose
Time Clock	Donate/Dispose
Time Clock	Donate/Dispose
Time Clock	Donate/Dispose

GOLDEN RAIN FOUNDATION OPERATIONS

Fees

4. The following schedule of fees is established for the standard cost recovery for services provided by the Golden Rain Foundation's (GRF) Stock Transfer Office.

1. ——— Membership Fee

- 1.1 The membership fee for a GRF member represents a buy-in for access to the community facilities and amenities.
- 1.2 Each owner and co-occupant non-owner will be required to pay a one-time membership fee.
- 1.3 The membership fee ~~will be~~ is calculated as twelve (12) times the monthly GRF assessment and rounded up to the nearest dollar. April 1 of each year and will be based on the following data as of December 31 of the preceding year: net trust equity divided by the sum of the members defined as Resident Status Codes 01 and 08 by the Finance Department. If the new fee varies by more than 5% of the current fee, it will be presented to the Finance Committee in May for recommendation to the Board. If applicable, t~~The new membership fee will be~~ is implemented in July on January 1 of each year.
- 1.4 Existing GRF ~~M~~member(s) may transfer from one mutual to another without having to pay ~~another the~~ membership fee provided that the member(s) remain(s) the same. The member(s) will, however, be charged a membership certificate processing fee for this transaction.
- 1.5 Membership fees shall be allocated as follows:
 - 1.5.1 Sixty seven percent (67%) into the GRF Capital Improvement Fund.
 - 1.5.2 Thirty three percent (33%) into GRF Reserve Fund.

2. Payment of Membership Fee

- 2.1 New members are encouraged to pay the membership fee in full at the close of the purchase escrow. ~~the Golden Rain Foundation GRF~~ has established a finance plan to pay the membership ~~fee~~ over a seven-year period for those members who wish to finance their membership fee.
- 2.2 Members who opt to finance the payment of their membership fee must complete a Promissory Installment Note and agree to the terms of the Note.
 - 2.2.1 If a member opts to finance their membership fee, each member shall pay a one-time upfront payment of 25% of the total membership fee at the close of Escrow, and make seven (7) equal annual installment payments. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.

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

2.3 In the event that the member(s) sell(s) their Mutual share of stock before the membership fee is paid in full, the balance will be paid from the sale escrow.

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

3. Membership Certificate and Processing Fee

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

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

3.3 Membership Certificate and Processing fee shall be allocated to Cost Center 33.

3.4. Transfer Fee – In Escrow

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

4.2 Transfer Fee – In Escrow shall be allocated to Cost Center 30.

5. Non – Owner Co-Occupant Processing Fee

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

5.2 Non – Owner Co-Occupant Processing Fee shall be allocated to Cost Center 33.

6. Mutual Corporation Fees

6.1 Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. In accordance with the Management agreement, GRF operates as the management company for the Mutuels and processes the transfer of stock certificates. GRF as part of its duties will apply applicable Mutual Fees fees for each Mutual in accordance with established Mutual policies (see 7000 policy series).

7. Stock Transfer Legal Review of Trust Fees

7.1 Whenever there is a requested transfer of stock ownership by a Trust, either by the sale of an apartment or an in-house membership transfer, Probate Code §18100.5 delegates to the Foundation a right to request the currently acting trustee or successor trustee to provide either a certification of trust, or if not available, a copy of the trust instrument itself. In order to determine the legal rights of the trustee/successor trustee to represent the sale or transfer of apartment ownership via the trust they represent, the following procedure is implemented.

- 7.2 Any Trustee or Successor Trustee seeking to transfer the ownership of a mutual apartment either by the sale of the apartment through escrow or an in-house ownership transfer will be required to provide the Stock Transfer Office a Certification of Trust, or lacking that, a copy of the Trust document for the Foundation attorney to review prior to any such requested transfer of ownership.
- 7.3 The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the Foundation attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.
- 7.4 In an effort to offset the cost of the required Foundation attorney review, there shall be assessed to the trustee or successor trustee a fee of \$125 representing the attorney's fee and Golden Rain Foundation pro-rated staff time, to be collected at the time of the trust review.
- 7.5 Legal Review of Trust Fees shall be allocated to Cost Center 33

8 Lessee Annual Fee – Mutual 17 Only

- 8.1 The GRF ~~rent~~lessee fee ~~represents~~ is a required use fee for access to the community facilities, ~~and amenities, and participation in GRF activities.~~ The ~~renter's~~ lessee fee is calculated at 20% of the GRF annual assessment rounded up to the nearest dollar for each occupant.
- 8.2 The Required annual ~~renters~~ lessee fee payment ~~are~~ is due and payable in full on the date of the lease agreement ~~and on the annual anniversary date throughout the term of the rent/lease agreement.~~ If renter does not pay in full any expense due to GRF by its due date, the payment will be deemed delinquent if not received by the 15th of the month. All payments must be sent to the following address:
Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
- 8.3 If the Foundation does not receive the renters fee payment due by the date required, if delinquent, the lessee shall pay damages to reimburse GRF for its time, inconvenience, and overhead in collecting the payment as follows:
 - 8.3.1 A \$25 (Twenty Five Dollar) late fee, and
 - 8.3.2 Interest at 1 ½ % per month percentage rate (18% APR) from the original date due until the date the payment is received.
- 8.4 In addition to late fees, for each check from a lessee that a bank returns for any reason, the lessee must pay:
 - 8.4.1 \$50 (fifty dollar) late payment fee, and
 - 8.4.2 All bank charges assessed against the association.
- 8.5 If a ~~renter~~ lessee becomes more than 90 days delinquent or has an unpaid balance of \$100 (one hundred dollars) or greater, the ~~renter~~ renter will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities and property, including driving privileges upon GRF streets. If

GRF receives payment in full before the 30-day notice period expires, the privileges will not be suspended. GRF may also refer the ~~renter's-lessee~~ account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the ~~renter~~ lessee.

8.6 GRF reserves the right to collect the delinquent account from Lessor.

8.7 Lessee fees shall be allocated as follows:

8.7.1 Sixty seven percent (67%) into the GRF Capital Improvement Fund.

8.7.2 Thirty three percent (33%) into GRF Reserve Fund.

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

GOLDEN RAIN OPERATIONS

Application of Fees

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 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*	7530
4. Mutual Inspection Processing Fee	\$500	7525
5. Non-member Co-occupant Set-up Fee	\$50	**
6. Replacement Photo ID Card	\$5	1201
7. Caregiver Provider Pass	\$5	**

*Varies by Mutual

**Cost Recovery Fee

Regulation

Adopted: 01 Jul 04

Revised: 15 May 07

**Executive Director
GOLDEN RAIN FOUNDATION**

(May 07)

GOLDEN RAIN OPERATIONS**RESCIND****PERSONNEL****Transfer Fee – In Escrow**

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

Policy

Adopted: 21 Apr 70
Amended: 20 Sep 77
Amended: 17 Jul 79 (Effective 01 Sep 79)
Amended: 18 Aug 81
Amended: 01 Sep 83
Amended: 18 Nov 86 (Effective 01 Jan 87)
Amended: 15 May 07
Amended: 09 Jan 12

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 12)

GOLDEN RAIN OPERATIONS**BOARD INTERNAL OPERATIONS****Liability Insurance Deductible and Disaster Reserve Fund**

The Property Insurance carried by the Golden Rain Foundation (**GRF**) contains a \$50,000 **\$100,000** deductible, and the General Liability Insurance \$10,000 deductible. ~~The Foundation~~ **GRF** intends to separately reserve funds to provide for any liability arising as a result of awards, negotiated settlements, arbitrated amounts and legal fees that may arise under the insurance coverages. ~~In addition, the funds may be used to provide for disaster recovery expenses.~~

The fund will be regulated as follows:

Charges made to members of GRF Foundation for this ~~and disaster reserve~~ fund will be separately funded and accounted for under the name Liability **Insurance** Deductible ~~and Disaster Reserve Fund.~~

1. **On January 1st of each year the fund shall be funded to a minimum of \$200,000.**
2. The amount in the fund will be reviewed annually during budget study by **the GRF Finance Committee** ~~the Foundation~~ to determine if further payments into the fund will be needed for the following fiscal year.
 - 2.2 **The Finance Committee will provide recommendation to the Board for additional funding based upon preexisting and potential risk assessments.**
3. Investment earnings, after taxes, from ~~these~~ this funds will accumulate as part of the fund.
4. Payment/s from this fund will be made **upon majority vote of the Board at a duly posted meeting** for liability awards, and related arbitration and/or legal costs.
5. ~~Cost of damages resulting from a disaster is subject to approval by the Golden Rain Foundation Board of Directors.~~
6. The **GRF** Controller of the ~~Golden Rain Foundation~~ will report the status of this fund monthly with the regular GRF financial statements of the Foundation.

(Aug 91)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Liability Insurance Deductible and Disaster Reserve Fund

Policy

Adopted: 03 Sep 75
Amended: 19 Oct 76
Amended: 13 May 86
Amended: 20 Aug 91

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Aug 91)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Refund of Excess Income

Beginning with the close of fiscal year ~~2001~~ **2014**, the Golden Rain Foundation (**GRF**) shall eliminate its excess income by one of the following methods:

- 1) Refund the entire amount to the Mutual Corporations; or
- 2) Retain an amount for future unbudgeted expenses; or
- 3) **Retain an amount for GRF Reserves** ; or
- 4) A combination of Options 1, 2, **and 3**.

Should the ~~Golden Rain Foundation~~ **GRF** elect to retain an amount for future unbudgeted expenditures, the total accumulated amount so retained shall not exceed five (5%) percent of the average of the operating costs for the previous five-year period.

Policy

Adopted: 01 Sep 76
 Amended: 09 Feb 82
 Revised: 13 Aug 85
 Effective: 31 Dec 85
 Amended: 23 Feb 88
 Amended: 19 May 98
 Amended: 16 Mar 99

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 02)

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

Refund of Excess Income

Rewritten: 20 Aug 02

(Aug 02)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****COMMITTEE FUNCTIONS****Finance Committee**

Pursuant to Article VIII of the Bylaws, the Golden Rain Foundation (GRF) Board hereby appoints the Finance Committee (FC) and grants to the Committee authority specifically stated within the Foundation governing documents or other authority as specifically granted by the Board or as stated within this policy.

1. PurposePurpose

- 1.1 The FC shall provide assistance to the Board of Directors of GRF in fulfilling financial responsibility and oversight to the shareholders/members in respect of the policies, practices, and strategies that relate to the management of the financial affairs of GRF. The FC also shall perform such other functions and exercise such other powers as may be delegated to it from time to time by the Board of Directors.

2. Advisory Role

- 2.2 The FC functions solely in an advisory or consultative capacity, unless specifically tasked by a majority vote of the Board.

3. Committee Members

- 3.2 In accordance with Article VII of the Bylaws, committee chair and members shall be appointed by the President and ratified by action of the Board in accordance with policy 5020-30.

4.

2-4. FUNCTIONSDuties and Responsibilities

Generally, to analyze requests for action emanating from shareholder/members, Mutuals, Golden Rain GRF Board members and Administration staff members (Executive Director and Controller), in certain specified areas of Board activity and responsibility, to originate and develop, through research, ideas, plans and programs which are pertinent to these specified areas and which are determined to be for the financial stability and good of the residents shareholders/members. Through study and research of the existing problems and the basic activities within the specified areas, to be able and ready to act in an advisory capacity to the Golden Rain GRF Board and the Administration, whenever called upon to do so.

(Jul 10)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****COMMITTEE FUNCTIONS****Finance Committee**

Specifically, to accept as its specific and total areas of activity, all problems arising from the operation of the Controller's Accounting Department:

- 4.1; ~~T~~to be aware, through study and research, that the financial reporting and procedures and practices of the Controller's department are acceptable from an ethical and professional viewpoint and that they conform to all existing standards of good accounting practices.
- 4.2 ~~_____~~ **To develop, control and monitor and control all cost centers and general ledger account numbers as necessitated in the accounting operations of the Foundation and Mutuals.**
- 4.3 ~~_____~~ Furnish periodic reports and recommendations to the GRF Board concerning the fiscal practices and related problems.
- 4.4 ~~_____~~ Cooperate with the Controller and Administrator ~~Executive Director~~ in the ongoing accounting problems in conjunction with the ~~Treasurers' Group CFO Council~~ of the Mutual Corporations.
- 4.5 ~~_____~~ Budgeting and Forecasting
 - 4.5.1 ~~_____~~ Review the proposed annual operational budget prepared by the Executive Director and Controller upon review and recommendation by all standing committees with cost center oversight and make recommendations as deemed appropriate.
 - 4.5.2 ~~_____~~ Coordinate the budget review process with all standing committees.
 - 4.5.3 ~~_____~~ Manitain,review and update the reserve study as required by civil codes (Civ. Code §5300(b).)& (Civ. Code §5565(b)(1).)
 - 4.5.4 ~~_____~~ Work in concert with all standing committees to assure that the list of components in the Reserve Study is current, accurate and complete.
 - 4.5.5 ~~_____~~ Review all request for non budgeted expenditures and provide recommendations to the GRF Board.
- 4.6 ~~_____~~ Monitor the monthly financial reports for adherence to the approved operating budget and variations, and submit recommendations to the Board relative to any substantial variations.

(Jul 10)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****COMMITTEE FUNCTIONS****Finance Committee**

- 4.7 No less than once a quarter review and determine the adequacy of the Foundations reserves funds and submit any recommendations to the Board.
- 4.8 Conduct periodic studies of the Foundations accounting checks and balances, internal controls and procedures for handling fund and submit recommendations to the Board.
- 4.9 Acts as the Audit committee for the GRF
- 4.9.1 Committee conducts the search for an auditing firm and recommends its selection to the Board for approval. In addition, the Finance Committee will review the annual audit and draft financial statement and make recommendations to the Board.
- 4.10 The FC shall annually review all GRF insurance policies, provisions and exclusions and provide recommendations to the GRF Board. Problems and concerns arising from the procurement and purchase of insurance contracts shall be reviewed by the Finance Committee. The Committee will review and counsel with the Executive Director on the specifications and procedures to be followed in complying with the existing management contract requirements on the procurement of insurance. The Committee will make recommendations to the Board concerning the insurance coverage needed by the Foundation and the awarding of contracts for insurance. The Committee will make recommendations to the Board concerning all income producing leases and management agreements between the Golden Rain Foundation and any organization.
- 4.11 The FC shall review all income/revenue producing contacts/leases and provide recommendations to the GRF Board
- ~~2.24.12~~ The FC shall review and provide recommendation re the operations of the Purchasing department including but not limited to: policies, procedural standards, supplies and supply control, shipping and overhead costs.

~~Problems and concerns arising from the procurement and purchase of insurance contracts shall be reviewed by the Finance Committee. The Committee will review and counsel with the Administrator on the specifications and procedures to be followed in complying with the existing~~

(Jul 10)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND****COMMITTEE FUNCTIONS**Finance Committee

~~management contract requirements on the procurement of insurance. The Committee will make recommendations to the Board concerning the insurance coverage needed by the Foundation and the awarding of contracts for insurance. The Committee will make recommendations to the Board concerning all income producing leases and management agreements between the Golden Rain Foundation and any organization.~~

~~As the fiscal review committee for the Golden Rain Foundation, the Finance Committee conducts the search for an auditing firm and recommends its selection to the Board for approval. In addition, the Finance Committee will review the annual audit and draft financial statement and make recommendations to the Board.~~

~~The Finance Committee will review the draft consolidated budget and make recommendations to the Board of Directors.~~

5. ~~5.2.~~ LIMITATIONS~~imitations~~

5.1 It is to be recognized that the function of the Committee is to act in an advisory and a consulting capacity. Committee and Committee members should refrain at all times from any regulatory or supervisory activities; these are the functions of Management. Committee activity may, in certain cases, be extended to some phase of implementation of a plan, if such a request originates with the ~~Administrator~~ Executive Director.

The Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the Foundation or the Board of Directors. Authority to authorize contracts and/or expenses rests solely with the Board of Directors.

(Jul 10)

Page 4 of 5

GOLDEN RAIN
foundation
SEAL BEACH


MEMO

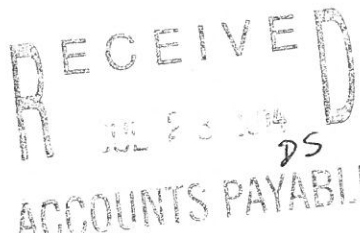
TO: FINANCE COMMITTEE
FROM: CAROL WELLER 
Mutual Administration Director
SUBJECT: SELF INSURANCE FUND REIMBURSEMENT FOR MUTUAL
SEVEN
DATE: OCTOBER 16, 2014
CC: FILE

Mutual Seven is requesting that the attached be paid for from the Mutual Self Insurance Fund.

Please be advised that this mold issue was discovered at the time the building was being repaired from the fire damage. This repair was not covered by the fire claim because the damage was not caused by the fire.

The date of the damage report is February 2, 2014.

		Date 5/19/2014	Invoice No. 3843677				
Golden Rain Foundation Attn: Terry 1661 Golden Rain Rd. Seal Beach, CA 90740	Job: 1351 Oakmont Rd Units I&J	 Servpro of Downtown Long Beach/Signal Hill 1350 Daisy Avenue Long Beach, CA 90813 <i>Independently Owned and Operated</i>					
<table border="1"> <tr> <td>INVOICE #</td> <td>TERMS</td> </tr> <tr> <td>3843677</td> <td>Due Upon Re...</td> </tr> </table>		INVOICE #	TERMS	3843677	Due Upon Re...		
INVOICE #	TERMS						
3843677	Due Upon Re...						

Emergency Service(dryout) Total Repairs from water damage Sales Tax	<div style="text-align: center;">  ACCOUNTS PAYABLE </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 300px;"> SEAL BEACH MUTUAL NO. <u>7</u> Payment Approved By <u>J. Tellors</u> Date <u>10-2-14</u> <u>64773</u> </div> <div style="margin-top: 20px;"> <u>George Hurtado</u> GEORGE HURTADO <u>7/21/14</u> </div>	Services <div style="text-align: right;"> 2,470.83 3,896.01T 0.00 </div>
		# 5,730.16

The customer acknowledges that permanently discolored, faded and/or bleached areas on carpet, upholstery, drapery or other types of material sometimes make it impossible to restore the original color or condition. Spot Removal is not guaranteed. PLEASE SEE THE ADDITIONAL TERMS AND CONDITIONS OF SERVICE ON THE REVERSE SIDE.

TOTAL

~~\$6,366.84~~

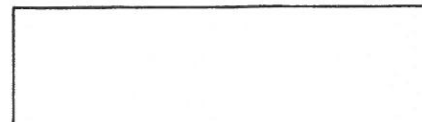
I have read the Terms and Conditions of Service on the reverse side hereof and agree to same.

(X) _____
Authorized Signature

I hereby acknowledge the satisfactory completion of the above-described work.

(X) _____
Customer Signature ☐ No One Home

TERMS OF PAYMENT: Unless otherwise specified on this invoice, payment is due in full upon completion of service. Interest will be charged at the maximum allowable by law, or at 1.5% per month, whichever is lesser, on accounts over 30 days past due.



From: LESLIE ARELLANES <LESLIE@SERVPROLBC.COM>
To: Joan Fellows <joannsf@aol.com>
Cc: Simone Paras <simone@SERVPROLBC.COM>
Subject: Golden Rain Invoice
Date: Wed, Oct 1, 2014 8:29 am
Attachments: LEISURE_WORLD_UNT_IJ_Abbreviated.pdf (19K), GOLDENRAIN_UNT_IJREP_Abbreviated.pdf (19K),
Inv_3843677.pdf (98K)

Good morning,

I am willing to reduce the charges on this invoice by 10%, as we discussed this morning,

Thank you for working with me on this to resolve the payment issuance.

Have a great day.

Leslie

Leslie Arellanes

Servpro of Downtown Long Beach
1350 Daisy Avenue

Long Beach, CA 90813

Local: 562-591-1788

Fax: 562-591-1733

CONFIDENTIAL NOTICE:

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5/19/2014

Golden Rain Foundation
1661 Golden Rain Rd.
Seal Beach, CA 90740

Job:
1351 Oakmont Rd
Units I&J

Servpro of Downtown Long Beach/Signal Hill

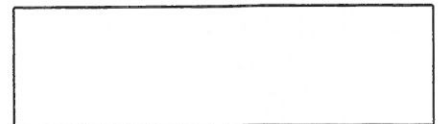
1350 Daisy Avenue
Long Beach, CA 90813

INVOICE #	TERMS
3843677	Due Upon Re...

Emergency Service(dryout)
Total Repairs from water damage
Inter office payable to SERVPRO of Yorba Linda
Sales Tax

2,120.83
3,896.01T
350.00
0.00

\$6,366.84





Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Client: 1231 Golden Rain Dr.
Property: 1231 Golden Rain Dr. Unit I & J
Leisure World, CA

Operator Info:
Operator: ENAN

Estimator: Arellanes, Enan
Business: 1350 Daisy Ave
Long Beach, CA 90813

Business: (562) 546-3590
E-mail: enan@servprolbc.com

Type of Estimate:
Date Entered: 8/5/2013 Date Assigned:

Price List: CAOG7X_JUL13
Labor Efficiency: Restoration/Service/Remodel
Estimate: LEISURE_WORLD_UNT_IJ

Estimate is for the water mitigation to the affected areas in the residence. Estimate does not include the cost for the asbestos or lead paint testing prior to any demolition, if needed. The asbestos testing will be done by an independent contractor with a proper lab to ensure California state laws are followed. The independent contractor will bill the client directly. The estimate does not include any cost for repairs that may be needed, such as rebuild or any type of remodel after the mitigation is complete. Mold remediation is also not included in this estimate.
Estimate is good for 30 days



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

LEE-(LEISURE_WORLD)

Main Level

Main Level

DESCRIPTION	QNTY	UNIT COST	TOTAL
1. Equipment setup, take down, and monitoring (hourly charge)	3.00 HR @	54.30 =	162.90
2. Haul debris - per pickup truck load - including dump fees	1.00 EA @	126.23 =	126.23

H Bedroom

Height: 8'

Subroom: Bedroom closet (1)

Height: 8'

Missing Wall

7' 1" X 8'

Opens into H_BEDROOM

DESCRIPTION	QNTY	UNIT COST	TOTAL
3. Tear out wet non-salvageable carpet, cut & bag for disp.	60.00 SF @	0.49 =	29.40
4. Tear out wet carpet pad and bag for disposal	60.00 SF @	0.47 =	28.20
5. Dehumidifier (per 24 hour period) - No monitoring 1 dehu for 3 days	3.00 EA @	60.82 =	182.46
6. Containment Barrier/Airlock/Decon. Chamber	80.00 SF @	0.75 =	60.00
7. Air mover (per 24 hour period) - No monitoring 2 air mover for 3 days	6.00 EA @	27.58 =	165.48
8. HEPA Vacuuming - Detailed - (PER SF)	60.00 SF @	0.58 =	34.80
9. Apply anti-microbial agent	744.90 SF @	0.21 =	156.43

H Bathroom

Height: 8'

DESCRIPTION	QNTY	UNIT COST	TOTAL
10. Air mover (per 24 hour period) - No monitoring 2 air movers for 3 days	6.00 EA @	27.58 =	165.48
11. Apply anti-microbial agent	327.01 SF @	0.21 =	68.67
12. Dehumidifier (per 24 hour period) - No monitoring 1 dehu for 2 days	2.00 EA @	60.82 =	121.64

H Hall

Height: 8'

Missing Wall

5' 11" X 8'

Opens into Exterior

DESCRIPTION	QNTY	UNIT COST	TOTAL
LEISURE_WORLD_UNT_IJ		5/20/2014	Page: 2



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

CONTINUED - H Hall

DESCRIPTION	QNTY	UNIT COST	TOTAL
13. Dehumidifier (per 24 hour period) - No monitoring 1 dehu 3 days	3.00 EA @	60.82 =	182.46
14. Air mover (per 24 hour period) - No monitoring 1 air mover 3 days	3.00 EA @	27.58 =	82.74

JBathroom

Height: 8'

DESCRIPTION	QNTY	UNIT COST	TOTAL
15. Air mover (per 24 hour period) - No monitoring 1 air mover for 3 days	3.00 EA @	27.58 =	82.74
16. Containment Barrier/Airlock/Decon. Chamber	120.00 SF @	0.75 =	90.00
17. Ducting - lay-flat	6.00 LF @	0.29 =	1.74
18. Dehumidifier (per 24 hour period) - No monitoring 1 dehu for 3days	3.00 EA @	60.82 =	182.46
19. General Demolition (Bid Item) wall Abatement	1.00 EA @	350.00 =	350.00

J Bedroom

Height: 8'

Subroom: J Closet (1)

Height: 8'

Missing Wall

7' 1" X 8'

Opens into J_BEDROOM

DESCRIPTION	QNTY	UNIT COST	TOTAL
20. Air mover (per 24 hour period) - No monitoring 1 am for 1 day	1.00 EA @	27.58 =	27.58
21. Dehumidifier (per 24 hour period) - No monitoring 1 dehu for 1 day	1.00 EA @	60.82 =	60.82

Adjustments for Base Service Charges

Adjustment

Cleaning Remediation Technician

108.60

LEISURE_WORLD_UNT_IJ

5/20/2014

Page: 3



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Adjustments for Base Service Charges	Adjustment
Total Adjustments for Base Service Charges:	108.60
Line Item Totals: LEISURE_WORLD_UNT_IJ	2,470.83

Grand Total Areas:

1,456.67 SF Walls	461.82 SF Ceiling	1,918.49 SF Walls and Ceiling
461.82 SF Floor	51.31 SY Flooring	182.08 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	182.08 LF Ceil. Perimeter
461.82 Floor Area	507.38 Total Area	1,456.67 Interior Wall Area
803.17 Exterior Wall Area	94.50 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Summary for Dwelling

Line Item Total	2,362.23
Total Adjustments for Base Service Charges	108.60
	<hr/>
Replacement Cost Value	\$2,470.83
Net Claim	<u>\$2,470.83</u>

Arellanes, Enan



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Recap by Room

Estimate: LEE-(LEISURE_WORLD)

Area: Main Level	289.13	11.70%
H Bedroom	656.77	26.58%
H Bathroom	355.79	14.40%
H Hall	265.20	10.73%
JBathrooom	706.94	28.61%
J Bedroom	88.40	3.58%
<hr/>		
Area Subtotal: Main Level	2,362.23	95.60%
<hr/>		
Subtotal of Areas	2,362.23	95.60%
Base Service Charges	108.60	4.40%
<hr/>		
Total	2,470.83	100.00%



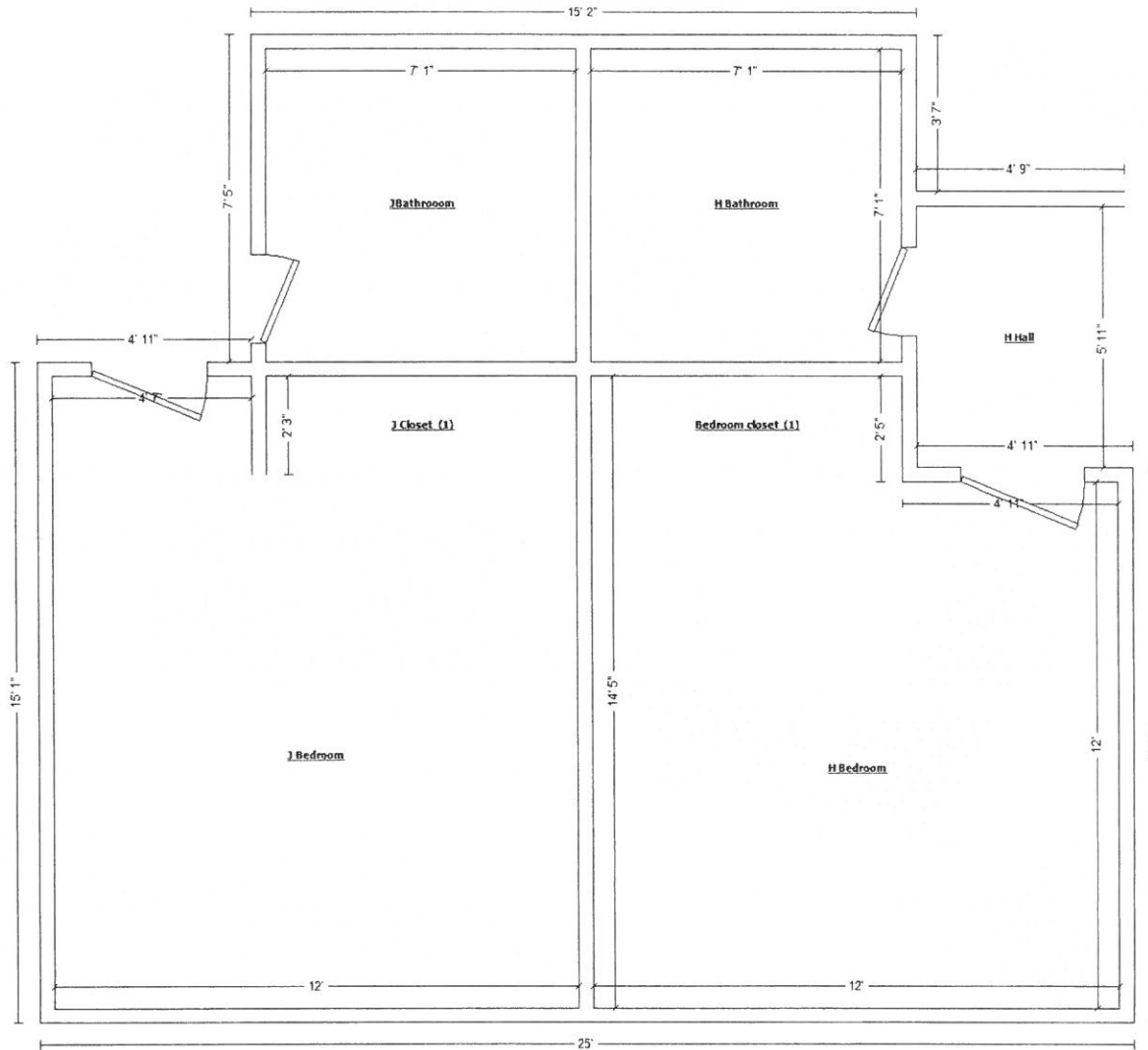
Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Recap by Category

Items	Total	%
GENERAL DEMOLITION	533.83	21.61%
WATER EXTRACTION & REMEDIATION	1,828.40	74.00%
Subtotal	2,362.23	95.60%
Base Service Charges	108.60	4.40%
Total	2,470.83	100.00%

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Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Client: 1231 Golden Rain Dr.
Property: 1231 Golden Rain Dr. Unit I & J
Leisure World, CA

Operator Info:

Operator: ENAN

Estimator: Arellanes, Enan
Business: 1350 Daisy Ave
Long Beach, CA 90813

Business: (562) 546-3590
E-mail: enan@servprolbc.com

Type of Estimate:

Date Entered: 8/5/2013

Date Assigned:

Price List: CAOG7X_FEB14
Labor Efficiency: Restoration/Service/Remodel
Estimate: GOLDENRAIN_UNT_IJREP

Thank you for choosing Servpro of Downtown Long Beach to provide you with an estimate for your **Restoration** needs. Listed below you will find a detailed breakdown of the services to be provided at the above mentioned property. This includes the work necessary restore the property to pre-loss condition. This estimate includes only the work described herein. Any hidden damages or changes to the work to be performed will be submitted in a separate change order for approval by the home owner.



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
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LEE-(LEISURE_WORLD)

Main Level

H Bedroom

Height: 8'

Subroom: Bedroom closet (1)

Height: 8'

Missing Wall

7' 1" X 8'

Opens into H_BEDROOM

DESCRIPTION	QNTY	UNIT COST	TOTAL
27. Drywall replacement per LF - up to 4' tall	26.42 LF @	10.09 =	266.58
28. Closet panel repair	1.00 EA @	250.00 =	250.00

H Bathroom

Height: 8'

DESCRIPTION	QNTY	UNIT COST	TOTAL
31. Remove Vinyl floor covering (sheet goods)	50.17 SF @	0.83 =	41.64
25. Vinyl floor covering (sheet goods)	57.70 SF @	2.92 =	168.48
15 % waste added for Vinyl floor covering (sheet goods).			
26. Drywall replacement per LF - up to 4' tall	28.33 LF @	10.09 =	285.85
29. Vanity	5.00 LF @	134.47 =	672.35
30. SHOWER REPAIR	1.00 EA @	615.00 =	615.00

JBathroom

Height: 8'

DESCRIPTION	QNTY	UNIT COST	TOTAL
22. (Material Only) 5/8" drywall - hung, taped, heavy texture, ready for paint	32.00 SF @	0.62 =	19.84
23. Drywall Installer / Finisher - per hour	2.50 HR @	73.86 =	184.65
Replace removed portion of damaged drywall			
24. Painting - Minimum Charge - Labor and Material	1.00 EA @	182.90 =	182.90
Includes labor and color matching existing colors			

Adjustments for Base Service Charges

Adjustment

Carpenter - Finish, Trim/Cabinet	166.10
Drywall Installer/Finisher	295.44
Flooring Installer	97.84
Total Adjustments for Base Service Charges:	559.38



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Adjustments for Base Service Charges

Adjustment

Line Item Totals: GOLDENRAIN_UNT_IJREP

3,246.67

Grand Total Areas:

1,456.67 SF Walls	461.82 SF Ceiling	1,918.49 SF Walls and Ceiling
461.82 SF Floor	51.31 SY Flooring	182.08 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	182.08 LF Ceil. Perimeter
461.82 Floor Area	507.38 Total Area	1,456.67 Interior Wall Area
803.17 Exterior Wall Area	94.50 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Summary for Dwelling

Line Item Total			2,687.29
Total Adjustments for Base Service Charges			559.38
Subtotal			3,246.67
Overhead	@	10.0%	324.67
Profit	@	10.0%	324.67
Replacement Cost Value			\$3,896.01
Net Claim			\$3,896.01

Arellanes, Enan



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Recap by Room

Estimate: LEE-(LEISURE_WORLD)

Area: Main Level

H Bedroom	516.58	15.91%
H Bathroom	1,783.32	54.93%
JBathroom	387.39	11.93%

Area Subtotal: Main Level

Subtotal of Areas

Base Service Charges

Total

516.58	15.91%
1,783.32	54.93%
387.39	11.93%
<hr/> 2,687.29	<hr/> 82.77%
2,687.29	82.77%
559.38	17.23%
<hr/> 3,246.67	<hr/> 100.00%



Servpro of Downtown Long Beach/Signal Hill

1350 Daisy Ave.
Long Beach, CA 90813
TAX ID#90-0400325 Lic#946841
562-591-1788

Recap by Category

O&P Items	Total	%
CABINETRY	672.35	17.26%
GENERAL DEMOLITION	41.64	1.07%
DRYWALL	756.92	19.43%
FLOOR COVERING - VINYL	168.48	4.32%
FINISH CARPENTRY / TRIMWORK	250.00	6.42%
PLUMBING	615.00	15.79%
PAINTING	182.90	4.69%
O&P Items Subtotal	2,687.29	68.98%
Base Service Charges	559.38	14.36%
Overhead @ 10.0%	324.67	8.33%
Profit @ 10.0%	324.67	8.33%
Total	3,896.01	100.00%

NOTICE TO OWNER

MECHANICS LIEN WARNING:

Anyone who helps improve your property, but who is not paid, may record what is called a mechanics' lien on your property. A mechanics' lien is a claim, like a mortgage or home equity loan, made against your property and recorded with the county recorder.

Even if you pay your contractor in full, unpaid subcontractors, suppliers, and laborers who helped to improve your property may record mechanics' liens and sue you in court to foreclose the lien. If a court finds the lien is valid, you could be forced to pay twice or have a court officer sell your home to pay the lien. Liens can also affect your credit.

To preserve their right to record a lien, each subcontractor and material supplier must provide you with a document called a '20-day Preliminary Notice.' This notice is not a lien. The purpose of the notice is to let you know that the person who sends you the notice has the right to record a lien on your property if he or she is not paid.

BE CAREFUL. The Preliminary Notice can be sent up to 20 days after the subcontractor starts work or the supplier provides material. This can be a big problem if you pay your contractor before you have received the Preliminary Notices.

You will not get Preliminary Notices from your prime contractor or from laborers who work on your project. The law assumes that you already know they are improving your property.

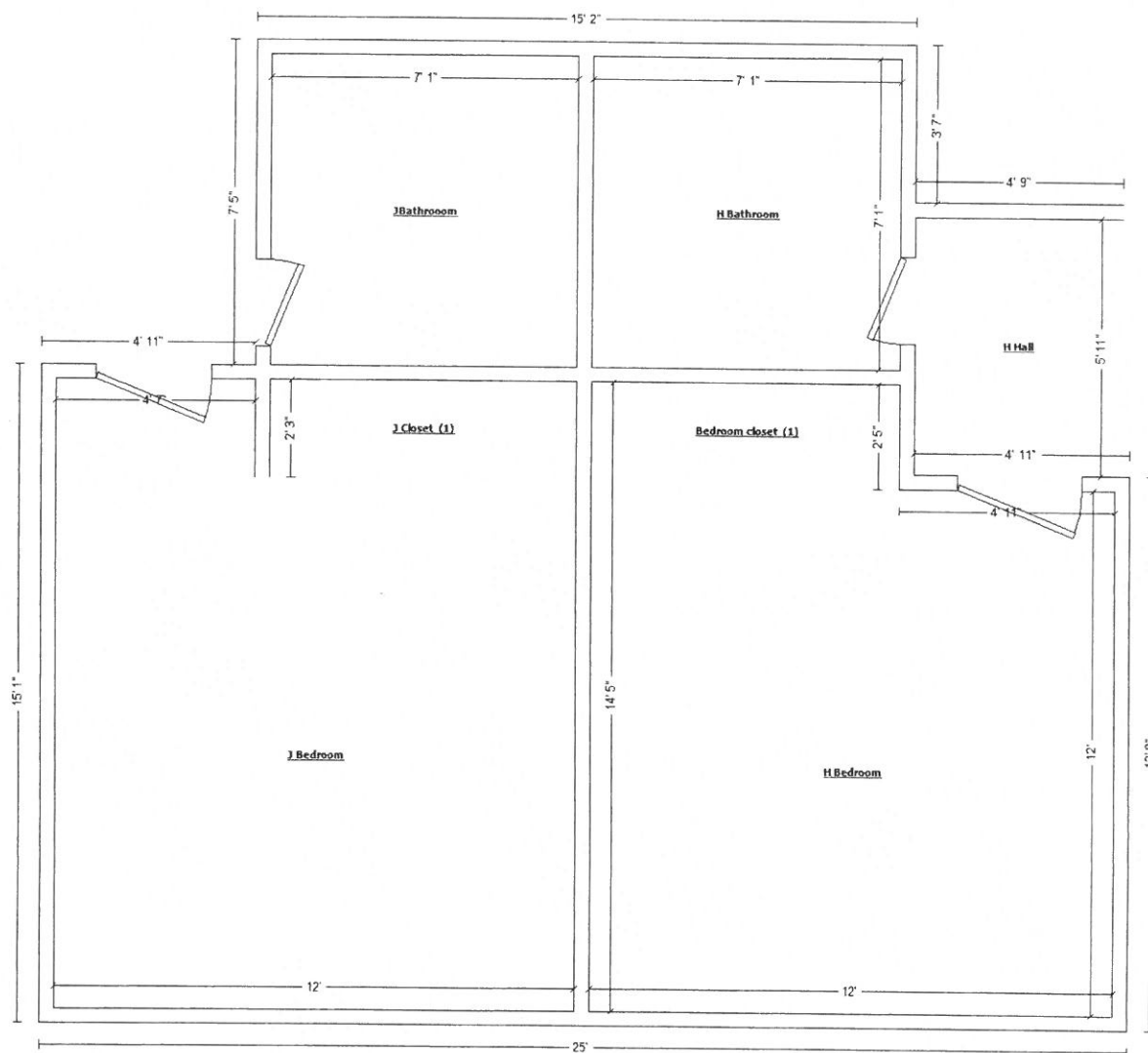
PROTECT YOURSELF FROM LIENS. You can protect yourself from liens by getting a list from your contractor of all the subcontractors and material suppliers that work on your project. Find out from your contractor when these subcontractors started work and when these suppliers delivered goods or materials. Then wait 20 days, paying attention to the Preliminary Notices you receive.

PAY WITH JOINT CHECKS. One way to protect yourself is to pay with a joint check. When your contractor tells you it is time to pay for the work of a subcontractor or supplier who has provided you with a Preliminary Notice, write a joint check payable to both the contractor and the subcontractor or material supplier.

For other ways to prevent liens, visit CSLB's Web site at www.cslb.ca.gov or call CSLB at 800-321-CSLB (2752).

REMEMBER, IF YOU DO NOTHING, YOU RISK HAVING A LIEN PLACED ON YOUR HOME. This can mean that you may have to pay twice, or face the forced sale of your home to pay what you owe."

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Main Level

WD- 140202-07148I **DAMAGE REPORT**Date: 2/2/14☒ Mutual Property Damage Report☐ Resident Personal Property Damage ReportMutual 7 Apartment 148IResident Name ROSE WINKLER Phone Number 598-3455Address 1351 OAKMONT ROADDid surrounding Units suffer personal property damage? ☒ Yes ☐ No ☐ N/AWas there any damage to Mutual property? ☒ Yes ☐ No ☐ N/A**RESIDENT INSURANCE INFORMATION NOT REQUIRED FOR MUTUAL DAMAGE REPORT**Does Resident have insurance? ☐ Yes ☒ No ☐ N/AIf no, was resident informed of their responsibility? ☐ Yes ☐ No ☒ N/AWas resident's insurance company notified? ☐ Yes ☐ No ☒ N/AName of Insurance Company Policy Number Deductible Amount Insurance Company Address Phone Number Agent's Name

Source of Damage: THE WATER SUPPLY LINE TO THE SHOWER LEAKED.
THE LEAK WAS A FINE SPRAY THAT HAD BEEN LEAKING LONG ENOUGH TO
ALLOW MOLD TO GROW. PATRIOT TESTED AND CONFIRMED THE PRESENCE
OF MOLD. THE MOLD WAS ABATED BY SERV-PRO OF LONG BEACH

Locations and Extent of Damage: THE WALL BETWEEN THE BATHROOM OF "I"
AND BEDROOM @ "J" WAS CONFIRMED TO HAVE MOLD AND WAS WET.

George Hurtado

Inspector

This mold issue was discovered at the time the building was being repaired from the fire damage. This repair was not covered by the fire claim because the damage was not caused by the fire.

GOLDEN RAIN *foundation*
SEAL BEACH

DEPARTMENT PHYSICAL PROPERTY	DATE 7/22/2014
REQUISITIONED BY KEVIN BLACK	DATE REQUIRED ASAP
AUTHORIZED VENDOR SERVPRO OF DOWNTOWN LONG BEACH	
ADDRESS 1350 DAISY AVE.	
CITY LONG BEACH, CA 90813	

RECEIVED
 7/22/14
 SK
 ACCOUNTS PAYABLE

WORK ORDER REQ: **WD140202-07148I**

ITEM	QUANTITY	UNIT	DESCRIPTION	COST CENTER
1			MUTUAL CHARGE:	
			EMERGENCY SERVICE AND REPAIRS MADE DUE TO WATER DAMAGE	
			RE: MUTUAL 7 UNIT 148I (WINKLER)	
			Invoice #3843677	\$6,366.84
			Please pay SERVPRO OF DOWNTOWN LONG BEACH at the above address	

COMMENTS:

VENDORS ORIGINAL INVOICE MUST BE SIGNED TO AUTHORIZE PAYMENT

AUTHORIZED SIGNATURE FOR WORK

7/22/14
 DATE

AUTHORIZED SIGNATURE FOR PAYMENT

DATE

SEAL BEACH MUTUAL NO. 07
GENERAL ACCOUNT

Check Number: 005582
Date: 10/07/2014

To: SERVPRO OF DOWNTOWN LONGBEACH/SIGNAL F SERV01

Invoice Number	Date	Description	Amount	Discount	Paid Amount
3843677	05/19/2014	EMERGENCY DRY OUT 148I	\$5,730.16	\$0.00	\$5,730.16

TOTALS:

\$5,730.16

\$0.00

\$5,730.16



MEMO

TO: FINANCE COMMITTEE
FROM: TERRY DE LEON
SUBJECT: LATHE REPLACEMENT
DATE: OCTOBER 16, 2014
CC: FILE

At the October 13, 2014 Recreation Committee meeting the Committee approved the replacement of the Lathe that is in the Wood shop of Clubhouse Two due to safety issues that have been reported by the Wood shop supervisors.

The Recreation Supervisor received three quotes all for the amount of \$3,999.99 for a Powermatic 3520B Lathe to replace the existing Lathe. This Lathe has very good online reviews.

At its October 13, 2014 Committee meeting the Recreation Committee made a motion to purchase a new Lathe in 2014 and not wait for the 2015 budget and to request that the Finance Committee approve funds from the Trust Improvement Fund to purchase this item is requested.

MEMO

TO: GRF FINANCE COMMITTEE
FROM: EXECUTIVE COMMITTEE
SUBJECT: EMERGENCY FIRST AID SUPPLIES
DATE: OCTOBER 21, 2014
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

In order to be prepared in case of emergency, first aid supplies are kept in the emergency sheds within Leisure World. Some of the items in the sheds have expiration dates. An inventory was taken this month and it was determined that there are 23 expired items. The cost to resupply the expired items is \$1,906.14.

To aid in an emergency, it was further determined that six other items be added to the emergency sheds for an additional cost of \$1,473.15.

6ea.	Port-A-Potty	13.95 x 6 = 83.70
6ea	Bio Blue Toilet Chem.	6.95 x 6 = 41.70
6ea	Toilet Bags-pack 12	3.50 x 6 = 21.00
6ea	Toilet Paper	.75 x 6 = 4.50
25ea	Blood Clot Gauze (celox)	19.49 x 25 = 487.25
5ea	Triage Tarp Set	167.00 x 5 = 835.00

At their October 15, 2014 meeting, the Executive Committee unanimously approved the recommendation to the Finance Committee that these items be purchased at a total cost of \$3,379.29. It was further recommended that the Finance Committee determine the method for the funding of this expense.

Action by the Finance Committee to approve the purchase of the emergency first aid supplies is requested.

Expired First Aid Items

ITEM	QTY	MANUFACTURED	EXPIRED	PRICE
Betadine Solution 16 oz. bottles	12pcs. Ch1-4, ch2-2, ch3-2, ch4-2, ch5-2		Aug. 1989 June 1990	$\$8.59 \times 12 = 103.08$
Hydrogen Peroxide 8oz.	5pcs. 1 each Ch.		Mar. 1992	$\$1.09 \times 5 = 5.45$
XL Powder-free exam gloves. box	6 boxes. Ch1-2, 1 each other Ch.	2001		$\$17.59 \times 6 = 105.54$
Alcohol preps 200pc box	5pcs. 1 each shed	1984		$\$2.49 \times 5 = 12.45$
Betadine solution swab. 100pc box	7pcs. Ch1-3, 1 each other Ch		April 1989	$\$11.89 \times 7 = 76.23$
5x9 Lamino 24 box padding (sterile)	6pcs. Ch1-2, 1 each other Ch	Mid-1980's		$\$18.62 \times 6 = 103.08$
Eye pad 24pc box	2pcs. Ch 1			$\$9.79 \times 2 = 19.58$
Surgipad combine dressing 5x9 (sterile). 10pc bag	7pcs. Ch1-3, 1 each other Ch		May 2006	$\$23.95 \times 7 = 167.65$
3M surgical tape 25mm/1in. 12pc box	5pcs. Ch1-2, ch3-1, ch4-1, ch5-1	Dec. 1981		$\$24.39 \times 5 = 121.95$
3M surgical tape 50mm/2in. 12pc box	6pcs. Ch1-2, ch2-1, ch3-1, ch4-1, ch5-1	Dec. 1981		$\$24.39 \times 6 = 146.34$
3M surgical tape 75mm/3in. 12pc box	5pcs. Ch1-2, ch2-1, ch3-1, ch4-1	Dec. 1981		$\$24.39 \times 5 = 121.95$
Cotton balls 100pc bag	2pcs. Ch1-2	Mid 1980's	Damaged	$\$3.05 \times 2 = 6.10$
BandAid plastic strips. 70pc box	5pcs. 1 each shed	Mid 1980's	Damaged	$\$9.19 \times 5 = 45.95$
Kleenex box	7pcs. Ch1-3, 1each other shed	Mid 1980's	Damaged	$\$3.05 \times 7 = 21.35$
Sterile burn sheets 60x96 disposable.	8pcs. Ch1-4, 1 each other shed		Damaged bag	$\$8.29 \times 8 = 66.32$
First aid for burns spray. 9oz	5pcs. 1 each shed		Rusty can	$\$4.25 \times 5 = 21.25$
Emergency water rations. 60pc box	12pcs. Ch1-4, 2 each other shed		June. 1995	$\$13.75 \times 12 = 165.00$
Eye wash and skin flushing solution. 16oz. bottles	16pcs. Ch1-8, 2 each other shed		Nov. 2008	$\$11.69 \times 16 = 187.04$
Triple anti biotic. 100pc box	8pcs. Ch1-4, 1 each other shed		June .2006	$\$26.19 \times 8 = 209.52$

Expired First Aid Items

Eye wash 4oz.	5pcs. 1 each shed		2001	\$3.99 x 5 = 19.95
Band-aid plastic 3/4x3. 100pc box	5pcs. 1 each shed		Damaged	\$6.69 x 5 = 33.45
Ammonia Inhalant 100pc box	5pcs. 1 each shed		Dry	\$24.29 x 5 = 121.45
First aid kit 50 person.	1pc. Ch5-1			\$57.49 x 1 = 57.49

Total for above needed items \$ 1,906.14

Following are items the Emergency Preparedness Sub-Committee would like to add to the EM sheds.

Qty	Item	Cost
6ea.	Port-A-Potty	13.95 x 6 = 83.70
6ea	Bio Blue Toilet Chem.	6.95 x 6 = 41.70
6ea	Toilet Bags-pack 12	3.50 x 6 = 21.00
6ea	Toilet Paper	.75 x 6 = 4.50
25ea	Blood Clot Gauze(celox)	19.49 x 25 = 487.25
5ea	Triage Tarp Set	167.00 x 5 = 835.00

Total for additional items \$ 1,473.15

TOTAL \$3,379.29

CHARLES BRISKEY REAL ESTATE, INC.

ON-SITE SALES OFFICE

EXPIRES 12/31/14
COPY COI

September 15, 2009

President Golden Rain Foundation
Mr. G. Sluder
PO Box 2069
Seal Beach, CA 90740

Re: Re-sales contracts extension.

Dear Mr. Sluder:

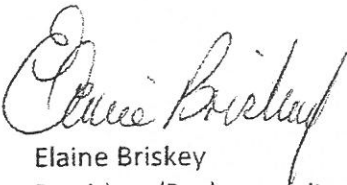
It has been a pleasure serving the Golden Rain Foundation as the on-site sales office.

In accordance with our contract dated January 2005, paragraph four; please accept this as a sixty day written notice of my intention to renew both the Re-sales Facility Agreement and the Re-Sales Operation Agreement for an additional term of five years beginning January 1st 2010.

In addition I propose that for the next five years Charles Briskey Real Estate, Inc. will pay the Golden Rain Foundation a minimum rental fee of \$120,000 per year or fifty four percent (54%) of the gross monthly commission, which ever is greater.

I want to thank you, the Re-sales committee members and all the Golden Rain Board members for their support and cooperation and I look forward to a continued successful relationship in the future to provide service to the community.

Sincerely,


Elaine Briskey
President/Broker on-site

FINANCE COMMITTEE MINUTES**October 12, 2009**

The regular meeting of the Finance Committee, held on Monday, October 12, 2009, was called to order by Chair Barratt at 1:35 p.m. in the Administration Conference Room.

ROLL CALL

Present:	Mr. T. E. Barratt, Chair	Mr. C. Fuqua
	Mrs. S. Burns	Mr. J. Gilbert
	Mr. R. Freitag	Mr. G. Sluder, Ex Officio
Absent:	Ms. M. Milhone	Mrs. T. Zimmerman
Also	Mr. D. Schaeffer, Administrator	
Present:	Mr. R. Ual, Controller	

MINUTES

On MOTION of Mr. Freitag, seconded by Mr. Fuqua, and carried unanimously, the minutes of the regular meeting of September 17, 2009, were approved as printed.

UNFINISHED BUSINESS**Resales Operations and Facility Lease Agreements**

Mrs. Briskey of Briskey Real Estate, Inc., the current tenant of the Onsite Sales Office, has utilized her option in the current Facility Lease Agreement executed in 2005 to extend the terms of the contract for five years. The contract with Briskey Real Estate will come up for renewal in 2014. Mr. Barratt said that a new contract will need to be developed at that time. The members discussed the likeliness of going out to bid. Mr. Schaeffer said he would contact two outside realtors who had previously expressed interest in bidding for the lease about the contract continuation.

Contracts/Policies – for discussion only

Mr. Barratt distributed copies of GRF policies concerning purchasing and contracts. It had previously been suggested that the Finance Committee oversee all contracts, especially those concerning money. The members will review the policies and make any necessary recommendations during the coming year.

REPORTS**Controller**

Per Committee request, Mr. Ual listed current bond information in the Trust Improvement Fund Commitment Report, which should aid Committee members in tracking bond performance.

**BOARD OF DIRECTORS MEETING
GOLDEN RAIN FOUNDATION**

December 21, 2004

President Burns called the regular Open Meeting of the Board of Directors of the Golden Rain Foundation to order at 10:00 a.m. on December 21, 2004, in Clubhouse Four. Mr. Franklin led the Pledge of Allegiance.

Following the roll call, Secretary Crawford reported that Directors Tuttle, Scott, Jahn, Ogden, Franklin, Nevill, Cummings, Rickerson, Howard, Larsen, Barratt, Burns and Crawford were present. Directors Dortch, Freitag, Reimers and Banes were absent. Assistant Administrator Schaeffer was also present.

By MOTION of Secretary Crawford, seconded by Mr. Nevill and carried with one abstention (Sluder), the minutes of the regular Open Meeting of November 16, 2004, were approved as published.

President Burns advised the audience that in accordance with Policy 5610, Participation by Foundation Members, and Procedure 5610.1, Operation Procedure, Foundation members may comment on current agenda items, which are presented to the Board for action, prior to the vote of the Board being taken. Foundation members are also permitted to enter into a question and answer period following the adjournment of the meeting. In either case, Foundation members must register their requests in advance of the meeting, and comments are limited to three minutes.

Mrs. Burns advised the Committee and audience that the Treasurer's Report would be presented at the next Open Board meeting as the November figures were not available in time for this meeting.

RENEWAL OF RESALES OPERATIONS AND FACILITY LEASE AGREEMENTS

The Resales Operations and Facility Lease Agreements between the Foundation and Charles Briskey Real Estate, Inc. are due to expire at the end of the year. In May of this year, the Committee discussed the performance of the On-site Sales Office and agreed it is satisfactory.

In accordance with the Fourth Paragraph of the Resales Facility Lease Agreement, the lease may be extended for an additional five-year term if the broker gives written notice of intention to renew not less than 60 days before the end of the initial term of the lease. The president of the On-site Sales Office submitted her notice of intention to extend the lease for another five years within the specified period. Currently, the monthly rental fee is 53% of the gross monthly commission, which is the 3.5% income from sales generated at the on-site facility, and Mrs. Briskey proposed to increase the rental fee to 54% of the gross monthly commission.

At its meeting on May 20, 2004, the Resales Committee recommended to renew the Agreements with Charles Briskey Real Estate, Inc. for a five-year period. The current members of the Resales Committee also recommended that the agreements be renewed.

Ms. Tuttle thanked the Resales Office for its generous offer and explained to recent residents that in the past, a flat rate was given to the Foundation, and the Resales Committee changed the commission to a percentage that further reduced the carrying charges on each apartment.

Ms. Tuttle MOVED, seconded by Ms. Cummings and carried unanimously –

TO extend the Resales Operations and Facility Lease Agreements with Charles Briskey Real Estate, Inc., for the period January 1, 2005 through December 31, 2009, with the same terms and conditions as the existing contract, except to increase the rental fee to 54% of the gross monthly commission.

RENEWAL OF WORKERS' COMPENSATION INSURANCE

The Foundation's Workers' Compensation Insurance policy for 2004 expires December 31, 2004. The estimated premium for the past year was \$300,814.

D.L.D. Insurance Brokers, Inc. was named the broker of record for the Foundation for 2005 in order to solicit bids from a wider range of underwriters. The underwriters submitted bids that highlight an estimated premium which is based on actual payroll dollars spent in 2004.

The current carrier, State Compensation Insurance Fund, has an A.M. Best Rating of NR4 and responded with a bid of \$292,829, which is a decrease of \$7,985 over last year's premium. A second carrier, American Home Assurance Company, has an A.M. Best Rating of A++XV and issued a bid of \$282,561, which is \$18,253 lower than last year's bid. American Home Assurance Company is a division of AIG. Detailed information on the bids is available in the Board Office for your review, if desired.

The broker recommends that the Workers' Compensation Insurance policy be placed with American Home Assurance Company. Funds in the amount of \$489,452 have been allocated in the 2005 budget for this insurance.

At its meeting on December 14, 2004, the Finance Committee recommended that the Workers' Compensation Insurance be placed with American Home Assurance Company for 2005.

Ms. Cummings was "thrilled" that the Foundation was able to get other underwriters to bid on Workers' Compensation. Mr. Barratt said that it was due to Mr. Narang's efforts that the Foundation was able to get the best deal possible.

RESALES OPERATIONS AGREEMENT

This OPERATIONS AGREEMENT made and entered into effective this 1st day of January 2005, by and between GOLDEN RAIN FOUNDATION (hereinafter referred to as "FOUNDATION") and CHARLES BRISKEY REAL ESTATE, INC., (hereinafter referred to as "AGENT"), without regard to date of actual execution:

WITNESSETH

Now therefore, in consideration of the terms, conditions and covenants hereinafter set forth, the parties hereto mutually agree as follows:

FIRST: The term of this Agreement commences on the 1st day of January 2005, and shall be for a period of five (5) years, commencing on said date and continuing through December 31, 2009, unless sooner terminated in accordance with the terms of this Agreement. This Agreement may be terminated by either party at any time and without cause by the party desiring to terminate giving written notice to the other party at least one hundred eighty (180) days prior to the end of the initial term of the Agreement or any extension thereof.

SECOND: The AGENT shall operate a resales office and escrow office. The AGENT shall offer for sale individual stock interests in any and all Mutual Corporations and the associated memberships in the FOUNDATION; it is understood and agreed by the parties hereto that the memberships referred to are membership transfers of existing and outstanding memberships previously issued by the FOUNDATION.

THIRD: The parties acknowledge that the transfer of a membership in the FOUNDATION is prohibited, except that the transfer thereof is in conjunction with the transfer of a membership or share of stock in a cooperative housing corporation or a condominium in Seal Beach Mutual Number 17, specifically those cooperative housing corporations located within the confines of Leisure World, Seal Beach, California, known as Seal Beach Mutuals Numbers 1 through 12 and 14 through 16, and condominiums located in Seal Beach Mutual Number 17.

FOURTH: The AGENT shall expend every effort to procure buyers and transferees for the memberships in this corporation. The AGENT shall further prepare sales materials and brochures and shall employ the necessary sales persons and office personnel to carry on an active sales program for the memberships in the FOUNDATION in conjunction with the sale of the related share of Mutual stock.

RESALES OPERATIONS AGREEMENT

FIFTH: The AGENT shall be free to solicit prospects at such time and in such manner as it shall deem fit, but in order that the FOUNDATION may be kept informed, the AGENT shall, from time to time, report to the FOUNDATION in respect to memberships listed for sale and shall submit a report within ten (10) days following the end of each calendar month advising the FOUNDATION as to the number of membership listings for sale and listed with the AGENT, the number of sales consummated and the number of sales in escrow.

SIXTH: Notwithstanding any provisions in this Agreement to the contrary, in performing the services described herein, AGENT shall operate as an independent contractor, maintaining its own corporation as distinct and separate from FOUNDATION. Performance hereunder shall be subject entirely to the internal direction of AGENT. AGENT shall have the sole and exclusive authority to hire and terminate the personnel providing services hereunder. No provision in this Agreement is intended to create nor shall it be deemed or construed to create any relationship between AGENT and FOUNDATION other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this Agreement.

AGENT shall make no representations to any prospective purchaser of membership, except those in writing previously approved by the FOUNDATION. It is agreed by the AGENT that this Agreement does not constitute an exclusive agency by AGENT for the purpose of sale of memberships in the FOUNDATION.

SEVENTH: The AGENT shall not be restricted or limited in respect to the prop-erties it may seek to sell or in respect to the person it may solicit. The AGENT does, however, covenant and agree that as to any sales facilities granted, leased or permitted to be used for sales within the confines of Seal Beach Leisure World, that no transaction of business, other than that relating to the sale of memberships in the FOUNDATION, shall be carried on, except the incidental sale of shares of stock in the housing cooperative constituting Seal Beach Leisure World, and escrow services as above provided.

EIGHTH: The AGENT covenants that it will not permit or suffer use to be made of any facilities granted, rented or leased by the AGENT within the confines of Seal Beach Leisure World, for sales, by any person not employed by AGENT and engaged in the business of selling and procuring buyers for memberships in the FOUNDATION.

RESALES OPERATIONS AGREEMENT

NINTH: The FOUNDATION owns the Resales Facility premises and agrees to lease said premises to the AGENT for the duration of this Agreement and according to the terms of the Lease Agreement of the same date, attached hereto and made a part hereof. The parties hereto understand that this is an essential provision, upon which both parties have relied in executing this Agreement and without the inclusion of which the parties would not have entered into this Agreement. Each agreement is dependent on the other agreement; a breach of one of the agreements shall constitute a breach of the other.

TENTH: The AGENT shall not and is not authorized expressly or by implication, to make any commitment, engagement or contract on behalf of the FOUNDATION and shall have no authority to sign on behalf of the FOUNDATION any contract or other instrument.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and first years above written.

Attest:

GOLDEN RAIN FOUNDATION

Date: Jan 7 - 2005

By: Frederic E. Crawford
Secretary

Date: Jan 5, 2005

By: Shirley H. Burns
President

CHARLES BRISKEY REAL ESTATE, INC.

Date: January 5, 2005

By: Elaine Briskey
Elaine Briskey, President

(Approved:)

RESALES LEASE AGREEMENT

This LEASE AGREEMENT made and entered into effective this 1st day of January 2005, by and between GOLDEN RAIN FOUNDATION (hereinafter referred to as "LESSOR") and CHARLES BRISKEY REAL ESTATE, INC. (hereinafter referred to as "LESSEE"), without regard to date of actual execution:

WITNESSETH

That the LESSOR, in consideration of the rents, covenants and agreements hereafter contained, to be paid, kept and performed by the LESSEE, and upon the condition that each and all of the said covenants and agreements shall be duly kept and performed by the LESSEE, does by these presents lease, demise and let unto the LESSEE, for the purpose of conducting therein real estate sales and escrow operation, and for no other purposes, those certain premises situated in the City of Seal Beach, County of Orange, State of California, and more particularly described as follows, to wit: Leisure World Resales Office at 1901 Golden Rain Road, Seal Beach, California.

The term of this Lease commences on the 1st day of January 2005, and shall be for a period of five (5) years, commencing on said date and continuing through December 31, 2009, unless sooner terminated in accordance with the terms of this Lease.

LESSEE shall pay to LESSOR during the period January 1, 2005 through December 31, 2009, a monthly rental fee of 54% of the gross monthly commission, which is the 3.5% income from sales generated and is payable in monthly installments in advance on the first day of each month of said period beginning January 1, 2005. The rental fee shall be negotiated 60 days before the beginning of each year thereafter, until 2009.

In the event rent is not paid by the 10th day of each month in which the rent is due, there shall be payable a penalty for failure to pay rent in the sum of five percent (5%) of the amount due each month the rent remains unpaid, and commencing on the 21st day of the delinquency of said rent.

LESSEE does hereby hire and take possession of and from the LESSOR the said premises as is, for the said term and at the said rental, and does jointly and severally hereby covenant and agree with the LESSOR as follows:

FIRST: That the LESSEE will pay the said rent reserved to the LESSOR at the office of the LESSOR. If the LESSEE shall be in default in the performance of any condition, covenant, or agreement herein contained, or shall abandon or vacate said premises, besides other remedies or rights the LESSOR

RESALES LEASE AGREEMENT

may have, it shall be optional with the LESSOR, after giving said three day written notice of default to relet the said premises, or any portion thereof, for such rent and upon such terms as the LESSOR may see fit, and if a sufficient sum shall not be thus realized after paying the expenses of such reletting and collecting to satisfy the rent hereby reserved, the LESSEE agrees to satisfy and pay any deficiency, including any and all attorney's fees and real estate commissions. All remedies herein given the LESSOR shall be cumulative and in addition to any other legal and equitable rights which the LESSOR may have.

A default under and pursuant to the terms of the LESSEE's Resales Operations Agreement executed concurrently with this Lease shall constitute a default under the terms of this Lease.

SECOND: That the LESSEE will not use, or permit to be used, the said premises, or any part thereof, for any purpose or purposes other than the purpose or purposes for which the said premises are leased, demised and let unto the LESSEE, as hereinabove specified; and no use shall be made of said premises, nor acts done, which will increase the hazard thereof or the existing rate of insurance upon the building thereon, nor shall the LESSEE sell, or permit to be kept, used or sold, in or about the said premises, any article which may be prohibited by the standard form of fire insurance policies, or by law or ordinance.

THIRD: That LESSEE will not commit, or suffer to be committed, any waste upon the said premises.

FOURTH: As hereinabove provided this Lease is for an initial term of five years and an additional five-year term by giving written notice of intention to renew which said notice shall be given not less than sixty (60) days prior to the end of the initial term of the Lease. Each party to this Lease shall have the right to terminate the Lease at any time without cause by giving written notice of its intention to terminate the Lease, which said notice shall be given one hundred and eighty (180) days prior to the date of termination.

FIFTH: That the LESSEE will not make, or suffer to be made, any alterations of the said premises, or any part thereof, without the written consent of the LESSOR first had and obtained and that any additions to or alterations of the said premises, except moveable furniture and trade fixtures, shall become at once a part of the realty and become the property of the LESSOR.

SIXTH: That the LESSEE will not assign this Lease, or any interest therein, and will not lease or underlet the said premises, or any part

RESALES LEASE AGREEMENT

thereof, or any right or privilege appurtenant thereto, or mortgage or hypothecate the leasehold, without the written consent of the LESSOR first had and obtained and that a consent to one assignment or subletting or hypothecation shall not be construed as a consent to any subsequent assignment or subletting or hypothecation. And it is hereby mutually covenanted and agreed that, unless such written consent thereto has been so had and obtained, any assignment or transfer, or attempted assignment or transfer of this Lease or any interest therein, or underletting or hypothecation, either voluntary or involuntary act of the LESSEE, or by operation of law, or otherwise, shall at the option of the LESSOR, terminate this Lease; and any such purported assignment (by death excepted), transfer or underletting, without such consent, shall be null and void. The LESSOR's consent to any such assignment or subletting shall not relieve the LESSEE from any obligation under this Lease, unless the LESSOR expressly agrees in writing to relieve the LESSEE from such obligation.

SEVENTH: That the LESSEE will, at its sole cost and expense, faithfully observe in the use of the premises all municipal regulations and ordinances, and state and federal regulations and statutes now in force, or which may hereafter be in force. The commencement or pendency in any state or federal court of any abatement proceedings affecting the use of the said premises shall, at the option of the LESSOR, terminate the LESSEE's right of possession under this Lease.

EIGHTH: That the LESSEE, as a material part of the consideration under this Lease, does hereby assume all risk of injury or damage to persons or property, including all property of the LESSEE and the LESSOR, in or about the said premises from every source, and that the LESSEE will hold the LESSOR harmless on account of any such damage or injury, except that the LESSEE shall not be liable to LESSOR for any damage or injury to LESSOR's property caused by accidental fire, earthquake or other acts of God.

NINTH: That the LESSEE will permit the LESSOR and its agents to enter into and upon said premises at all reasonable times for the purpose of inspecting the same, or for the purpose of repossessing said premises, or for the purpose of making repairs, alterations, or additions to any portion of said building, without any rebate of rent to the LESSEE for any loss of occupancy or quiet enjoyment thereby occasioned, and will permit the LESSOR at any time after thirty (30) days prior to the expiration of this Lease to place upon said premises any ordinary "To Let" or "To Lease" sign. The LESSEE will permit the LESSOR, or its agents, upon any default or violation under this Lease by the LESSEE to remove any sign or signs, on said premises and substitute therefor any sign or signs, which the LESSOR may deem advisable.

RESALES LEASE AGREEMENT

TENTH: That on the last day of the said term or other sooner termination of this Lease, the LESSEE will peaceably and quietly leave, surrender, and yield up to the LESSOR all and singular the said premises, with the said appurtenances and fixtures, in good order, condition and repair, damage by acts of God excepted. If the LESSEE does not clean the premises before surrendering the said premises, the LESSOR may do so and in that event LESSEE agrees to pay the LESSOR for the cost of cleaning the same.

ELEVENTH: Should LESSEE continue to occupy the premises after the expiration of the Lease with the consent of LESSOR, a month-to-month tenancy shall be deemed to exist and such holding over shall not constitute an extension of the Lease, provided, however, that during such tenancy, all of the terms and conditions of this Lease (except for those relating to the term hereof) shall remain in full force and effect.

TWELFTH: In the event of any litigation or arbitration between LESSOR and LESSEE to enforce any provision of this Lease or otherwise with respect to the premises (including any bankruptcy proceedings), the unsuccessful party in such litigation shall pay to the successful party all costs and expenses, including reasonable attorney's fees incurred by the successful party.

THIRTEENTH: In the event of a partial destruction of the said premises during the said term, from any cause, the LESSOR shall forthwith repair the same, provided such repairs can be made within thirty (30) days after the regulations of federal, state, county or municipal authorities, but such partial destruction shall in no way annul or void this Lease, except that the LESSEE shall be entitled to a proportionate deduction of rent while such repairs are being made, such proportionate deductions to be based upon the extent to which the making of such repairs shall interfere with the business carried on by the LESSEE in said premises, but in no event to be more than the amount of the monthly rental. In the event that the LESSOR does not make such repairs in thirty (30) days, or such repairs cannot be made under such regulations, this Lease may be terminated at the option of either party. In respect to any partial destruction which the LESSOR is obligated to repair or may elect to repair under the terms of this paragraph, the provisions of Section 1932, Subdivision 2, and of Section 1933, Subdivision 4, of the Civil Code of the State of California, are waived by the LESSEE. A total destruction of the building in which the said premises are situated shall terminate this Lease.

FOURTEENTH: The waiver by the LESSOR of any breach of any term, covenant, or condition herein contained, shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein.

RESALES LEASE AGREEMENT

FIFTEENTH: LESSEE agrees to carry a public liability policy in the amount of one million dollars (\$1,000,000) and a one million dollars (\$1,000,000) property damage policy with some reputable insurance company, naming LESSOR as an additional named insured.

SIXTEENTH: The LESSOR will pay for all heat, light, power, all other utilities, janitorial, landscaping, telephone equipment (all telephone bills to be paid by the LESSEE), property taxes and property and fire insurance associated with said premises. The said premises, and every part thereof, and all inside and outside tile, window and other structural glass and other glazing, electric, plumbing, heating and lighting fixtures and locks, bolts, wiring, heating systems and other fixtures, including sewer system, in and about the said premises are at the date hereof in good order, condition and repair; that they will be so kept by the LESSOR at the sole cost and expense of the LESSOR during the said term.

SEVENTEENTH: Each one of the undersigned hereby releases and waives the right of subrogation against the other, including their officers, directors and employees, if any, for the responsibility for damage to property caused by fire, explosion or other hazard covered by a standard fire insurance policy with an extended coverage endorsement attached.

IN WITNESS WHEREOF, the LESSOR and the LESSEE have hereunto and to a duplicate hereof, set their respective hands and seals, the day and year first above written.

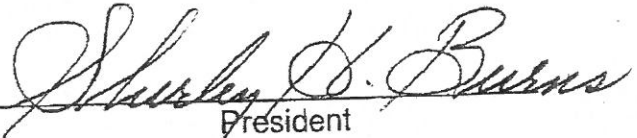
Attest:

GOLDEN RAIN FOUNDATION, LESSOR

Date: Jan 07 - 2005

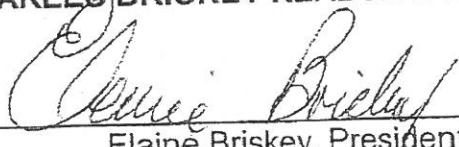
By: 
Secretary

Date: 1/7/05

By: 
President

CHARLES BRISKEY REAL ESTATE, INC.

Date: January 5, 2005

By: 
Elaine Briskey, President

(Approved:)