



**AGENDA**  
**BOARD OF DIRECTORS MEETING - GOLDEN RAIN FOUNDATION**  
**CLUBHOUSE FOUR**  
**April 28, 2015 – 10:00 A.M.**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Announcements
5. President's Comments
6. Shareholder/Member Comments

**NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting and comments are limited to four minutes.

7. **CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES**

- a. Minutes of the Library Committee Board Meeting of February 4, 2015 (Corporate Secretary Wood – pp. 155-156)
- b. Minutes of the Recreation Committee Board Meeting of March 9, 2015
- c. Minutes of the ITS Committee Board Meeting of March 10, 2015
- d. Minutes of the Executive Committee Board Meeting of March 10, 2015
- e. Minutes of the Security, Bus & Traffic Cmte. Board Meeting of March 11, 2015
- f. Minutes of the Communications Committee Board Meeting of March 12, 2015
- g. Minutes of the Physical Property Committee Board Meeting of March 13, 2015

8. **APPROVAL OF BOARD MEETING MINUTES**

- a. Minutes Regular Meeting of March 24, 2015 (Corporate Secretary Wood – pp. 157-185)

9. **ACCEPT FINANCIAL STATEMENTS FOR AUDIT**

- a. March Financial Statements – Treasurer Stone

10. **BUSINESS**

a. Communications Committee

(No Action Items)

b. Executive Committee

- i. Amend Policy 5610-33, Participation by Foundation Members (Mrs. Damoci – pp.1-8)
- ii. Amend Policy 5604-30, Publication of Minutes (Mr. Lukoff – pp. 9-12)
- iii. Rescind Policies 1330-20, Complaints Concerning Staff; 2161-20, Personnel Department Reports; 4130-20, Jury/Witness Duty (Mrs. Damoci - pp. 13-18)
- iv. Amend Policies 4631-20, Service Awards; 4340-20, Leaves of Absence; 4330-20, Bereavement Leave; 4360-20, Holidays; 4502-20, Pay Provisions (Mrs. Damoci – pp. 19-30)
- v. Adopt Policy 4322-20, California Sick Leave/Amend Policy 4320-20, Sick Leave (Mrs. Wood – pp. 31-38)
- vi. Approve Employee Handbook (Mrs. Damoci – pp.39-40)
- vii. Approve City of Seal Beach Centennial Commemorative Bricks (Mr. Lukoff – pp. 41-44)

c. Finance Committee

- i. Amend Policy 5520-31, Reserves (Ms. Stone – pp. 45-52)
- ii. Amend Medical Center Lease (Ms. Snowden – pp. 53-56)

d. ITS Committee

(No Action Items)

e. Library Committee

(No Action Items)

f. Physical Property Committee

- i. Approve Acceleration of Funds from Reserves for Purchase of Administration Building Blinds (Ms. Stone – pp. 57-60)

g. Recreation Committee

- i. Amend Policies 1401-Outside Buses, 1403-Commerical Use, 1406-Limitations on Use, 1411-Clubhouse Reservations, 1431-Liability Insurance-Clubs, and 1480-Arts and Crafts Festival (Mrs. Damoci - pp. 61-84)

- ii. Rescind Policies 1401.1-Bus Stops-Outside Buses, 1402-Notice of Closing, 1404-Sale of Alcoholic Beverages, 1408-Tour Buses, 1410-Eligible Organizations, 1410.1-Use of Clubhouse Facilities by Outside Organizations, 1411.1-Reservation Procedures, 1411.2-Clubhouse Cleaning Standards, 1411.6-Reservations by Outside Organizations, 1412-Amphitheater Reservations, 1412.1-Political Meetings, 1413-Charges, 1414-Specific Rules of Clubs or Organizations Using Clubhouses, 1432-Liability Insurance-Caterers, 1440-Hours, 1460-Clubhouse Rules 1465-Saturday Dances, 1481-Arts and Crafts Festival Regulations(Ms. Rapp – pp.85-116)
    - iii. Approve Funds for a City Business License for Farmers Market (Mr. Blake - pp. 117-126 )
  - h. Security, Bus and Traffic Committee
    - i. Approve Digital Photograph Procedure (Mr. McGuigan – pp. 127-134)
    - ii. Approve Digital Recording Devices for Buses (Mr. Hood – pp. 135-145)
- 11. **STAFF REPORTS**
  - a. Controller's Report – Ms. Miller (pp.146-154)
  - b. Executive Director's Report – Mr. Ankeny
- 12. **BOARD MEMBER COMMENTS**
- 13. **ADJOURNMENT** - President Winkler

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



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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** AMEND POLICY 5610-33, PARTICIPATION BY FOUNDATION MEMBERS  
**DATE:** APRIL 14, 2015  
**CC:** FILE

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The Executive Committee, at its regular scheduled meeting on April 14, 2015, recommended that the GRF Board amend Policy 5610-33, Participation by Foundation Members. The amendments include updating the applicable Civil Code number, changing any references of "members" to "shareholders" and updating the responsibility of collecting the "Comments/Questions from the Membership" forms from the Assistant Secretary of the Board to a GRF Staff member.

I move that the Board amend Policy 5610-33, Participation by Foundation Members.

/dfb



**RESOLUTION/MOTION ACTION RECORD**

042815b.i.

Resolution Type: **Amend Policy**Pertaining to: **Amend Policy 5610-33**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

GOLDEN RAIN OPERATIONS

## BOARD MEETINGS

## AMEND

Participation by Foundation Shareholder/Members

The policy of the Golden Rain Foundation (GRF) is to communicate fully and freely with the Shareholder/members of the GRF. The Davis-Stirling Common Interest Development (CID) Act states the following, under Civil Code 4900, Open Meeting Act, in part:

*Section (h): The board of directors of the association shall permit any member of the association to speak at any meeting of the association or the board of directors, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board of directors or before a meeting of the association shall be established by the board of directors.*

As used in section (h), "meeting" includes any congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business scheduled to be heard by the board, except those matters that may be discussed in executive session.

In compliance with Civil Code 4900, Open Meeting Act, GRF Shareholder/members who wish to speak at any scheduled Board meetings of the GRF Board of Directors (BOD), may do so as follows:

- A. Any Shareholder/member of the GRF shall be permitted to speak at any scheduled meeting of the GRF BOD where there is a majority of the GRF BOD present, except for meetings of the GRF held in executive session, in accordance with this policy.
- B. When the meeting is called to order, the BOD will receive questions from the membership provided that:
  1. Prior to the meeting, the Shareholder/member properly completes the form entitled, "Comments/Questions from the Membership" and turns it in before the meeting is called to order. (See exhibit A)
    - a. GRF Staff shall be responsible for collecting the "Comments/Questions from the Membership" forms just before the meeting is called to order and numbering them in the order they are received.
  2. When recognized by the Presiding Chair, the Shareholder/member shall state his/her name, Mutual and apartment number.

(Apr 15)

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GOLDEN RAIN OPERATIONS

## BOARD MEETINGS

## AMEND

Participation by Foundation Shareholder/Members

3. The Shareholder/member may speak for a maximum time limit of four (4) minutes per meeting or for a time limit determined by the Presiding Chair.
  4. The Shareholder/member must relinquish the floor when notified by the appropriate Board Member that the time allowed for comments or questions has expired.
- C. If the "Comments/Questions from the Membership" form contains a question for the BOD:
1. At the discretion of the Presiding Chair, members of the BOD and/or staff present at the meeting may respond to the question in the event that the ability exists to answer the question from knowledge at hand;
  2. If the question requires research or action by any of the Committees of the BOD, the Presiding Chair shall refer the question to the proper staff or Committee Chair.
- It is incumbent upon staff members and/or Committee Chairs to whom unanswered questions have been referred that they do the necessary research within their department and/or committee so that the proper response may be supplied to the Shareholder/member. Where responses are written, they will be processed through the appropriate department or Committee with the response to the Shareholder/member copied to the full GRF BOD.
- D. At the conclusion of the Shareholder/member comments and questions portion, the BOD will continue the meeting with no further comments from the Shareholder/members.

**Policy**

Adopted: 15 Oct 74

Amended: 19 Nov 85

Amended: 14 Jun 95

Amended: 15 Apr 97

Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Apr 15)

Page 2 of 2

# COMMENTS/QUESTIONS FROM THE MEMBERSHIP

Today's date \_\_\_\_\_

My name (please print) \_\_\_\_\_ Mu # \_\_\_\_\_ Apt. # \_\_\_\_\_

My email address is:

My subject is: \_\_\_\_\_

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**My comments will be limited to four (4) minutes.**

GOLDEN RAIN OPERATIONS  
BOARD MEETINGS

Participation by Foundation **Shareholder**/Members  
(Mar 09)

Page 1 of 2

The policy of the Golden Rain Foundation (**GRF**) is to communicate fully and freely to the **Shareholder**/members of the GRF Foundation. The Davis-Stirling Common Interest Development (CID) Act states the following, under Civil Code 4363.05 **4900**, Open Meeting Act, in part:

*Section (h): The board of directors of the association shall permit any member of the association to speak at any meeting of the association or the board of directors, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board of directors or before a meeting of the association shall be established by the board of directors.*

*Section (j): As used in this section (h), "meeting" includes any congregation of a majority of the members of the board at the same time and place to hear, discuss, or deliberate upon any item of business scheduled to be heard by the board, except those matters that may be discussed in executive session.*

In compliance with Civil Code 4363.05 ~~4900~~, Open Meeting Act, Foundation **GRF Shareholder**/members who wish to ~~participate in the~~ **speak at any scheduled** monthly Board meetings of the GRF **BOD**, which ~~are held on the third Tuesday of the month~~, may do so as follows:

A. Any **Shareholder**/member of the Association **GRF** shall be permitted to speak at any meeting of the GRF **BOD** Board of Directors where there is a majority of the GRF **BOD** Board members present, except for meetings of the Board **GRF** held in executive session, in accordance with this policy.

B. When the meeting is called to order, the Board **BOD** will receive questions from the membership provided that:

1. Prior to the meeting, **Shareholder**/members properly completes the form entitled, "Comments/Questions from the Membership" and turns it in before the meeting is called to order (**See Exhibit A**).

a. ~~The Assistant Secretary of the Board~~ **GRF Staff** shall be responsible for collecting the "Comments/Questions from the Membership" forms just before the meeting is called to order and numbering them in the order they are received.

2. When recognized by the **Presiding Chair** ~~President of the GRF Foundation~~, **Shareholder**/mMembers distinctly ~~shall states~~ his/her name, Mutual and apartment number;



~~Member agrees to speak about matters germane to the community of Leisure World.~~

5610-??

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

Participation by Foundation Members

(Mar 09)

Page 2 of 2

3. ~~Shareholder/mMembers agrees to~~ **may** speak for a maximum time limit of four (4) minutes per meeting **or for a time limit determined by the Presiding Chair.;**

4. ~~Shareholder/Members agrees to~~ **shall-must** relinquish the floor when notified by the appropriate Board Member that the ~~four (4) minutes-time~~ allowed for comments or questions have expired.

C. If the "Comments/Questions from the Membership" form contains a question for the **BOD**

1. **At the discretion of the Presiding Chair** ~~Board~~, members of the **BOD** ~~Board~~ and/or staff present at the meeting **may** ~~shall~~ respond to the question in the event that the ability exists to answer the question from knowledge at hand;
2. - If the question requires research or action by any of the Committees of the ~~Board, BOD, the President~~ **Presiding Chair** shall refer the question to the proper staff or Committee Chair. ~~for action and response to the question at a later Board meeting or by written response to the Shareholder/member.~~

It is incumbent upon staff members and/or Committee Chairs to whom unanswered questions have been referred that they do the necessary research within their department and/or committee so that the proper response may be supplied to the **Shareholder/member**. Where responses are necessarily reduced to being a written one, they will be processed through the ~~Board-Office~~ **appropriate department or Committee with the response to the Shareholder/member copied to the full GRF BOD.**

D. At the conclusion of the **Shareholder/member** resident comments and questions portion, the **BOD** ~~Board~~ will continue the meeting with no further comments from the audience **Shareholder/members.**

**Policy**

Adopted: 15 Oct 74

Amended: 19 Nov 85

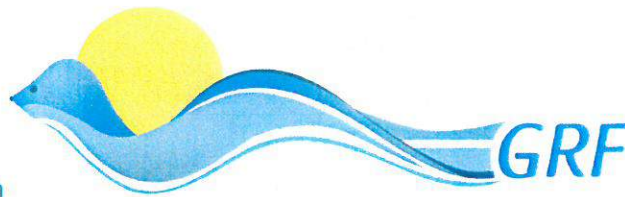
Amended: 14 June 95

Amended: 15 Apr 97

Amended: 17 Mar 09

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**Seal Beach, California**

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** AMEND POLICY 5604-30, PUBLICATION OF MINUTES  
**DATE:** APRIL 14, 2015  
**CC:** FILE

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The Executive Committee, at its regular scheduled meeting on April 14, 2015, recommended that the GRF Board amend Policy 5604-33, Publication of Minutes. The amendments bring the policy into line with current practices.

I move that the Board amend Policy 5604-30, Publication of Minutes.

/dfb

**RESOLUTION/MOTION ACTION RECORD**

042815b.ii.

Resolution Type: Amend Policy

Pertaining to: **Policy 5604-30, Publication of Minutes**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

BOARD MEETINGS

Publication of Minutes

1. The **draft** minutes of the monthly **Golden Rain Foundation** open meeting, except executive sessions, will be published in the *Golden Rain NEWS* as soon as possible ~~after tentative minutes are distributed to the Board of Directors.~~
2. ~~The Controller of the Foundation is authorized to compensate the NEWS office cost center for the actual cost of such publication.~~
3. ~~The minutes so published will be tentative, before approval by the Board of Directors and without editorial comment.~~ **Any corrections to the draft minutes will be published in the NEWS.**
4. The minute record as published will include policy statements in full if the minute record shows action concerning any policy.
5. The publication of these **draft tentative** minutes will include a statement that they are tentative and subject to correction and adoption by the Board of **Directors** ~~before they become final.~~

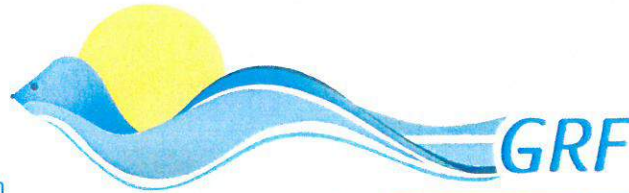
**Policy**

Adopted: 16 May 1972  
Amended: 15 Aug 1978  
Amended: 21 Oct 1986  
Amended: 14 Apr 2015

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**Seal Beach, California**



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**MEMO**

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF EXECUTIVE COMMITTEE  
**SUBJECT:** RESCIND POLICIES  
**DATE:** APRIL 14, 2015  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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It is the recommendation of the Executive Director and Human Resources Director that the following policies be rescinded:

Policy 1330-Complaints Concerning Staff – This policy only addresses complaints to GRF Board Members. The Human Resources Director working with the Executive Director always handle each complaint individually based on the circumstances and this should be handled through the personnel policies.

Policy 2161-Personnel Department Reports – This policy is redundant to Policy 5110 which already states that the Executive Committee receives monthly Personnel reports.

Policy 4130-Jury/Witness Duty – This policy is regarding a mandated leave and it should be covered under policy 4340-Leaves of Absence.

Policy 5090-Safety and Health – Aspects of the policy could lead to additional liability rather than an enhancement of services to the community since the programs would be impossible to mandate and maintain.

By unanimous approval, the Executive Committee moved to recommend to the Board rescension of the above policies.

I move to rescind policies 1330-Complaints Concerning Staff, 2161-Personnel Department Reports, Policy 4130-Jury/Witness Duty, and Policy 5090-Safety and Health.

**RESOLUTION/MOTION ACTION RECORD**

042815b.iii.

Resolution Type: **Recind Policies**Pertaining to: **Policy 1330, 2161, 4130 and 5090**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

**COMMUNITY OPERATIONS****RESCIND****STAFF-COMMUNITY RELATIONS****Complaints Concerning Staff**

The Golden Rain Foundation places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary or negative criticisms and complaints.

Whenever a complaint is made directly to the Golden Rain Board of Directors as a whole, or to a Board member as an individual, it shall be referred to the Administrator for possible solution. The employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment and presentation of the facts as he or she sees them.

If the Administrator has not been successful in resolving the issue, the person who made the complaint, or the employee involved, may request a fuller study and a decision by the Board. Generally, all parties involved, including the Administrator, shall be asked to attend such a meeting for the purpose of presenting additional facts, making further explanations and clarifying the issues. Hearsay and rumor shall be discounted in deterring the facts of the situation.

**Policy**

Adopted: 30 Aug 67

Rescind:

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Apr 15)

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ADMINISTRATION**RESCIND**

## ADMINISTRATIVE SERVICES

Personnel Department Reports

The Personnel Department reports of Staff Employment, Terminations and Change of Status will be directed to the Executive Committee of the Golden Rain Foundation Board of Directors.

## Policy

Adopted: 21 Jul 67

Amended: 10 Feb 98

Rescind:

## GOLDEN RAIN FOUNDATION

Seal Beach, California

(Apr 15)



PERSONNEL

## GENERAL POLICY

**RESCIND**Jury/Witness Duty

In recognition of its civic obligations, as well as an employee's obligation as a citizen, the Foundation assures time off, without compensation or loss of seniority, for an employee to serve on jury/witness duty.

An employee who is notified to report for jury/witness duty must provide the Foundation with a Notice to Serve or Summons or notice to serve in order to be granted a leave of absence.

On days when the employee is not required to serve, the employee is expected to report for work.

Excused absence because of jury/witness duty will not be considered as time worked for the purpose of computing overtime.

## Policy

Adopted: 30 Aug 67

Amended: 13 Feb 90

Amended: 12 Jan 93

Amended: 11 Aug 98

Rescind:

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Apr 15)

**GOLDEN RAIN OPERATIONS****RESCIND****Safety and Health Policy**

The policy of the Golden Rain Foundation is to administer its activities to achieve and maintain adequate protection for its employees, property, and those for whom it has a responsibility, thus assuring efficient utilization of resources, minimizing liability, and advancing the organization's mission.

The management of this company has dedicated itself to providing the necessary active leadership and support in order to develop and maintain:

1. A safety program to prevent human and economic losses from personal injury and property damage.
2. A program of fire prevention and preparedness to control losses from fire or explosions.
3. A program to prepare all personnel to care for victims of an accident or sudden illness until professional medical help is available.
4. A program to insure the security, protection, and well-being of personnel, and property of our company by the prevention and control of physical violence and misconduct, theft, or sabotage.

The Executive Director is authorized to publish rules and regulations to implement this policy.

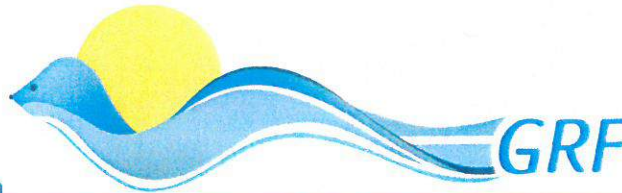
**Policy**

Adopted: 21 May 74

Rescind:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Apr 15)



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## BOARD ACTION REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF EXECUTIVE COMMITTEE  
**SUBJECT:** AMENDMENT OF POLICIES  
**DATE:** APRIL 14, 2015  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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It is the recommendation of the Executive Director and Human Resources Director that the following policies be amended.

Policy 4631-20-Services Awards – Amend policy to include new process for presenting service awards.

Policy 4340-20-Leaves of Absence – Amend policy to include just a general statement about leaves of absence. In California, there are over 15 laws related to leaves of absence and these can change each year. Recognize in the policy that we will follow all Federal or State law regarding these leaves.

Policy 4330-20-Bereavement Leave – Amend policy to include domestic partner and legal guardian.

Policy 4360-20-Holidays – Amend policy to clarify that time worked on the holiday is paid at one and one half (1 ½) times the regular rate of pay for full-time employees. This is current practice and is the wording in the current and new employee handbooks.

Policy 4502-20-Pay Provisions – Amend policy to be consistent with handbook and policy 4360-20-Holidays regarding the payment of holiday time.

By unanimous approval, the Executive Committee moved to recommend to the Board the amendment of the above policies.

I move to amend policies 4631-20-Services Awards, 4340-20-Leaves of Absence, 4330-20-Bereavement Leave, 4360-20-Holidays, and 4502-20-Pay Provisions.

**RESOLUTION/MOTION ACTION RECORD**

042815b.iv.

Resolution Type: **Amend Policies**Pertaining to: **4631-20, 4340-20, 4330-20, 4360-20, 4502-20**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONNEL HUMAN RESOURCES

DEVELOPMENT PROGRAM

Service Awards

It is the policy of the Golden Rain Foundation to recognize extended service to the corporation ~~Foundation~~ by presenting service awards to eligible employees in accordance with the guidelines set forth below:

1. Eligibility

All regular full-time and part-time employees are eligible to receive a service award upon completion of five (5) years of continuous service and at the end of every five (5) years of continuous service thereafter.

- a. Temporary employees and/or casual/relief employees are not eligible to receive service awards.
- b. Employees rehired by the Foundation shall be eligible for a service award based on the employee's rehire date.

2. Awards

Eligible employees will receive a framed certificate and a service award lapel pin.

3. Presentation

The service award will be presented to the employee at the monthly Board of Directors' meeting during the employee's anniversary month by the employee's Department Manager or the Executive Director. Should the employee not be available for the presentation, the presentation will occur at the next scheduled meeting. on their eligibility date. Should the eligibility date fall on a weekend or holiday, the certificate and pin shall be presented on the next regularly scheduled work day.

- a. ~~The employee's supervisor or department manager, or the administrator, will present the service award whenever possible.~~



**Policy**

Adopted: 15 Oct 02

Amended: XX Apr 15

(Oct 02)

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

Page 1 of 1

PERSONNEL HUMAN RESOURCES

**EMPLOYEE BENEFITS**

**Leaves of Absence**

All leaves of absence which are mandated by ~~federal~~ Federal or ~~state~~ State law shall be provided to employees in accordance with the requirements set forth in each law. Leaves of absence are uncompensated for the mandated leaves unless the law specifically sets forth payment requirements. ~~Mandated leaves are:~~

1. ~~Family and Medical Leave of Absence~~

~~Jury/Witness Duty Leave of Absence~~

2. ~~Military Leave of Absence~~

3. ~~Disability Leave of Absence~~

4. ~~Voting Leave~~

Employees should refer to the GRF employee handbook for information on mandated leaves or contact the Human Resources Department for additional information.

Additional types of leaves of absence shall be granted to employees according to the provisions set forth by the Foundation. They are:

1. ~~Bereavement Leave of Absence~~ (Policy 4330-20)

2. ~~Personal Leave of Absence~~ (Policy 4341-20)

**Policy**

Adopted: 19 Nov 68

Amended: 10 Mar 87

Amended: 13 Jun 90

Amended: 11 Feb 92

Amended: 13 Sep 94

Amended: 08 Aug 95

Amended: XX Apr 15

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

PERSONNEL HUMAN RESOURCES

**EMPLOYEE BENEFITS**

**Bereavement Leave**

1. In the ~~case~~event of death of an immediate family member, the Foundation will grant a full-time employee up to three days leave, with pay, in order to arrange and attend the funeral. Management may require proof of death prior to issuing bereavement pay.
2. An immediate family member is defined as ~~husband, wife~~ spouse, domestic partner, child, sister, brother, father, mother, father-in-law, mother-in-law, grandfather, grandmother, grandchild, stepfather, stepmother, ~~and stepchild~~ or legal guardian.

**Policy**

Adopted: 30 Aug 67

Amended: 12 Jan 93

Amended: 10 May 94

Amended: 21 Sept 99

Amended: XX Apr 15

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Sept 99)

**HUMAN RESOURCES****EMPLOYEE BENEFITS****Holidays**

1. All full-time employees shall be entitled to the following Foundation-observed holidays:

New Year's Day	Independence Day	Thanksgiving Day
Presidents Day	Labor Day	Christmas Day
Memorial Day	Veterans Day	One Floating Holiday

2. The Floating Holiday is to be taken during the calendar year after completion of the Orientation Period. Scheduling is at the discretion of the Supervisor with approval of the Department Manager. The Floating Holiday does not accrue, may not be carried over to subsequent years, and must be used by the last pay period of the year. For example, an employee may choose to use the Floating Holiday to observe a religious holiday, one's birthday, or for any other purpose. The Floating Holiday must be taken as a full day (8 hours). No partial days/hours will be permitted.
3. When a holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.
4. When it is necessary for an employee to work on a Foundation-observed holiday, the Supervisor may provide the employee another day off at the convenience of the department.
5. Any employee who is eligible for holiday pay and works on a Foundation-observed holiday will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours.
6. Foundation-observed holidays count as time worked when calculating weekly overtime. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work on Saturday. The hours worked on Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

7. If a Foundation-observed holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
8. In order to be eligible for holiday benefits, an employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless on scheduled vacation or medically excused absence.
9. Medically excused absences may require certification from a physician and must be approved, in writing, by the Department Head and the Human Resources Director before the employee qualifies for holiday pay.
10. Time taken for Personal or Family Care Leave of Absence is not considered scheduled work time. Employees do not accrue vacation or sick hours, nor receive holiday pay while on Personal or Family Care Leave.

**Policy**

Adopted: 18 Nov 69

Amended: 17 Mar 70

Amended: 19 Dec 72

Amended: 15 Jun 76

Amended: 13 Oct 87

Amended: 09 Apr 91

Amended: 10 Dec 91

Amended: 13 Oct 92

Amended: 09 Feb 93

Amended: 08 Aug 95

Amended: 21 Sept 99

Amended: 24 Sept 13

Amended XX Apr 15

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

HUMAN RESOURCESEMPLOYEE BENEFITSHolidays

1. All eligible full-time employees shall be entitled to the following Foundation-observed holidays:

New Year's Day	Independence Day	Thanksgiving Day
Presidents Day	Labor Day	Christmas Day
Memorial Day	Veterans Day	One Floating Holiday

2. The Floating Holiday is to be taken during the calendar year after completion of the Orientation Period. Scheduling is at the discretion of the Supervisor with approval of the Department Manager. The Floating Holiday does not accrue, may not be carried over to subsequent years, and must be used by the last pay period of the year. For example, an employee may choose to use the Floating Holiday to observe a religious holiday, one's birthday, or for any other purpose. The Floating Holiday must be taken as a full day (8 hours). No partial days/hours will be permitted.
3. When a holiday listed above falls on a Saturday, it will be observed on the preceding Friday. When a holiday falls on a Sunday, it will be observed on the following Monday.
4. When it is necessary for an employee to work on a Foundation-observed holiday, the Supervisor may provide the employee another day off at the convenience of the department.
- 4.5. Any employee who is eligible for holiday pay and works on a Foundation-observed holiday will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours.
- 5.6. Foundation-observed holidays count as time worked when calculating weekly overtime. If an employee works 8 hours on a holiday, and is eligible for holiday pay, the employee will receive 8 hours holiday pay, plus 8 hours of scheduled work time at the employee's regular rate of pay. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work on Saturday. The hours worked on

Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

6.7. \_\_\_\_ If a Foundation-observed holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.

7.8. \_\_\_\_ In order to be eligible for holiday benefits, an employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless on scheduled vacation or medically excused absence.

8.9. \_\_\_\_ All Medically excused and medically-certified absences may require certification from a physician and must be approved, in writing, by the Department Head and the Human Resources Manager-Director before the employee qualifies for holiday pay.

9.10. \_\_\_\_ Time taken for Personal or Family Care Leave of Absence is not considered scheduled work time. Employees do not accrue vacation or sick hours, nor receive holiday pay while on Personal or Family Care Leave.

**Policy**

Adopted: 18 Nov 69

Amended: 17 Mar 70

Amended: 19 Dec 72

Amended: 15 Jun 76

Amended: 13 Oct 87

Amended: 09 Apr 91

Amended: 10 Dec 91

Amended: 13 Oct 92

Amended: 09 Feb 93

Amended: 08 Aug 95

Amended: 21 Sept 99

Amended: 24 Sept 13

Amended XX Apr 15

(Sept 2013)

**GOLDEN RAIN FOUNDATION**

**Seal Beach, California**



**PAY PLAN**

**Pay Provisions**

All personnel are paid on a biweekly basis. Pay periods are computed from 12:01 a.m. Monday through midnight Sunday, on a weekly basis. Pay days are every other Friday and covers the previous two week period ending the prior Sunday.

**Overtime**

1. Overtime worked must be authorized in advance by the supervisor and/or department head. Overtime will be authorized only when the work is of an urgent nature and/or cannot be performed during normal working hours.
2. All overtime must be recorded ~~on the employee's current time card~~ using the payroll time system and approved by the employee's supervisor and/or department head. When paid, overtime will be rounded to the nearest fifteen minutes.
3. In accordance with Federal and State laws, Nonnon-exempt employees are paid at one and one-half times their regular rate of pay for all hours worked over 8 hours in one work day or 40 hours in one workweek. Hours worked over 12 in one work day, or over 8 on the seventh consecutive day worked in a workweek, are paid at double time. Hours worked means time actually spent on the job.
4. Hours paid for sick leave time or vacation time are not counted as hours worked in determining eligibility for overtime pay.
5. Holidays:
  - a. If an employee works on a Foundation observed holiday and is eligible for holiday pay, the employee will receive 8 hours holiday pay plus all hours of scheduled work time up to 8 hours at the employee's regular rate of pay will be compensated at one and one-half (1½) times their regular rate of pay for the time worked plus holiday pay at their base pay for their scheduled hours.. Hours worked in excess of 8 hours will be paid the applicable overtime rate.
  - b. Foundation-observed holiday time counts as time worked when calculating weekly overtime. For example, an employee receives holiday pay for Monday, works the rest of the week Tuesday thru Friday, and then is scheduled to work

on Saturday. The hours worked on Saturday will be considered overtime if the worked hours in the week including the holiday pay on Monday exceeds 40 hours.

5-6.

**Policy**

Adopted: 30 Aug 67

Revised: 17 Feb 70

Revised: 13 Sept 83

Revised: 12 Jan 93

Revised: 08 Aug 95

Revised: 20 Jan 98

Revised: 21 Dec 99

Amended: 15 Apr 15

~~(Dec 99)~~

**GOLDEN RAIN-FOUNDATION**

**Seal Beach, California**

Page 1 of 1

Page 2 of 2



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**MEMO**

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF EXECUTIVE COMMITTEE  
**SUBJECT:** SICK LEAVE POLICIES  
**DATE:** APRIL 14, 2015  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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It is the recommendation of the Executive Director and Human Resources Director that the Board adopt policy 4322-20-California Sick Leave and amend policy 4320-20-Sick Leave.

Policy 4322-20-Cal Sick Leave – Adopt policy to comply with California's Health Workplaces, Healthy Family Act of 2014. This new legislation states that all employees are entitled to a specific amount of sick leave per year and sets forth the terms and conditions of that leave effective July 1, 2015. The adoption of this policy is required to conform to the requirements of the new law. This policy was sent to GRF's employment attorney, Mark Payne at Rutan & Tucker, for review and approval to ensure full compliance with the law.

Policy 4320-20-GRF Sick Leave – Amend policy to take into account the new California legislation. This policy is being amended to carve out the number of sick hours now mandated under the Cal Sick Leave policy and align usage to that policy. Since there are differences between the mandated Cal Sick Leave and the GRF Sick Leave, a requirement that the Cal Sick Leave be used first has been included.

By unanimous approval, the Executive Committee moved to recommend to the Board the adoption of policy 4322-20-Cal Sick Leave and the amendment of policy 4320-20-GRF Sick Leave to be effective on July 1, 2015.

I move to adopt policy 4322-20-Cal Sick Leave and to amend policy 4320-20-GRF Sick Leave, to be effective July 1, 2015.

**RESOLUTION/MOTION ACTION RECORD**

042815b.v.

Resolution Type: **Adopt Policy/Amend Policy**Pertaining to: **Policy 4322-20, California Sick Leave & Policy 4320-20, Sick Leave**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

**HUMAN RESOURCES****EMPLOYEE BENEFITS****ADOPT****California Sick Leave**

California Sick Leave ("Cal Sick Leave") benefits are provided to all employees who work in California based on the Healthy Workplaces, Healthy Family Act of 2014 according to the following terms and conditions effective on July 1, 2015:

1. Cal Sick Leave is provided to all employees at a rate of 24 hours per year based on the following schedule:
  - a All existing employees will receive 24 hours of Cal Sick Leave on July 1, 2015 and each July 1<sup>st</sup> thereafter.
  - b All new employees will receive 24 hours of Cal Sick Leave at time of hire and each annual anniversary thereafter.
2. Employees may use Cal Sick Leave hours starting on their 90<sup>th</sup> day of employment.
3. Cal Sick Leave does not roll over from year to year. Cal Sick Leave is capped at 24 hours per year. Cal Sick Leave does not accrue. Cal Sick Leave resets on an annual basis based on the schedule listed above in #1.
4. Employees may use Cal Sick Leave time for the diagnosis, care or treatment of an existing health condition, or preventive care, for themselves or a "family member." The term "family member" is defined as child, parent, spouse or registered domestic partner, grandparent, grandchild, or sibling. An employee who is a victim of domestic violence, sexual assault or stalking may also use Cal Sick Leave time.
5. Non-exempt employees may use Cal Sick Leave in increments of one hour or greater.
6. Exempt employees may use Cal Sick Leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.
7. Sick leave is paid at the employee's regular rate of pay over the preceding 90 days of employment, which includes additional pay types such as differentials, bonuses, and commission payments.

8. Employee must provide reasonable advance notice, if feasible, when utilizing Cal Sick Leave; if not feasible, then as soon as practicable.
9. Unused Cal Sick Leave will not be paid to the employee upon termination of employment.
10. Employees will not be demoted, disciplined, retaliated against, suspended or terminated for requesting or using available Cal Sick Leave.
11. For employees eligible for both Cal Sick Leave and GRF Sick Leave (Policy 4320-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

**Policy**

Adopted: XX Apr 15

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**



HUMAN RESOURCES**EMPLOYEE BENEFITS****GRF Sick Leave**

GRF Sick Leave benefits are provided by the Golden Rain Foundation to full-time employees according to the following terms and conditions:

1. GRF Sick Leave will be provided to all full-time employees at a rate of 7 days per year.
2. Employees are entitled to accumulate up to, but not to exceed, 20 days (160 hours) of GRF Sick Leave. Any current employee who has accrued more than 160 hours of GRF Sick Leave as of June 30, 2015, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accrue a maximum of 20 days.
3. Eligible employees may use GRF Sick Leave starting on their 90<sup>th</sup> day of employment.
4. Accumulated and unused GRF Sick Leave benefits are available in the event of an illness or injury of an employee, or the employee's spouse, child or parent. The term "child" or "parent" must meet the definition as established within state regulation requirements. Accumulated and unused GRF Sick Leave benefits are also available for any event protected by State or Federal law.
5. Non-exempt employees may use GRF Sick Leave in increments of one hour or greater.
6. Exempt employees may use sick leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.
7. GRF Sick Leave is paid at the employee's base rate of pay which excludes additional pay types such as differentials, bonuses, and commission payments.



8. Employee must provide reasonable advance notice, if feasible, when utilizing GRF Sick Leave; if not feasible, then as soon as practicable. For sicknesses of three or more days' duration, a written statement from the attending health care provider should be provided.
9. GRF Sick Leave is accrued on a bi-weekly basis. GRF Sick Leave hours do not accrue during family, medical or personal leaves of absence.
10. Accrued but unused GRF Sick Leave will not be paid to the employee upon termination of employment.
11. GRF Sick Leave is not another Vacation Benefit and abuse of GRF Sick Leave may result in disciplinary action up to and including termination. GRF Sick Leave must be used only for reasons stated in #4.
12. For employees eligible for both GRF Sick Leave and Cal Sick Leave (Policy 4322-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

**Policy**

Adopted: 20 May 69  
Amended: 21 Mar 78  
Amended: 12 Jan 93  
Amended: 08 Mar 94  
Amended: 08 Aug 95  
Amended: 21 Dec 99  
Amended: 17 Mar 09  
Amended: 21 Dec 10  
Amended: 16 Oct 12  
Amended: 19 Mar 13  
Amended: 21 May 13  
Amended: XX Apr 15

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

HUMAN RESOURCES

**EMPLOYEE BENEFITS**

GRF Sick Leave

GRF Sick leave ~~Leave~~ benefits are provided by the Golden Rain Foundation to full-time employees according to the following terms and conditions and will be in effect January 1, 2013:

- ~~1. It is the established policy of the Foundation to provide each~~ GRF Sick Leave will be provided to all full-time employees with sick leave at a rate of 10.7 days per year. New employees will accumulate sick leave time, but will not be paid for sick leave during their 90-day orientation period.
- ~~1.2. Employees are entitled to accumulate up to, but not to exceed, 24.20 days (192-160 hours) of sick leave~~ GRF Sick Leave. Any current employee who has accrued 24-36 more than 160 hours days of GRF Sick Leave as of December 31, 2012 June 30, 2015, will be permitted to retain those days for future use, but once utilized he/she will be permitted to only accrue a maximum of 24.20 days. All employees hired on or after January 1, 2013, will be permitted to accrue up to a maximum of 24 days of sick leave.
- ~~3. Eligible employees may use GRF Sick Leave starting on their 90<sup>th</sup> day of employment.~~
- ~~2.4. Accumulated and unused GRF Sick Leave~~ leave benefits are available in the event of an illness or injury of an employee, or the employee's spouse, child or parent. The term "child" or "parent" must meet the definition as established within state regulation requirements. Accumulated and unused GRF Sick Leave benefits are also available for any event protected by State or Federal law.
- ~~3.5. Non-exempt employees may use GRF Sick Leave~~ sick leave in increments of one hour or greater.
- ~~6. Exempt employees may use sick leave in increments of eight hours or greater. No deduction for sick leave is taken for increments of less than eight hours.~~

4.—7. GRF Sick Leave is paid at the employee's base rate of pay which excludes additional pay types such as differentials, bonuses, and commission payments.

8. Employee must provide reasonable advance notice, if feasible, when utilizing GRF Sick Leave; if not feasible, then as soon as practicable. For sicknesses of three or more days' duration, a written statement from the attending health care provider should be provided. may be required at the discretion of the Executive Director or Human Resources Manager.

9. GRF Sick Leave is accrued on a bi-weekly basis. GRF Sick leave Leave hours do not accrue during family, medical or personal leaves of absence.

10. Accrued but unused sick leaveGRF Sick Leave will not be paid to the employee upon termination of employment.

11. Sick LeaveGRF Sick Leave is not another Vacation Benefit and abuse of Sick LeaveGRF Sick Leave may result in disciplinary action up to and including termination. GRF Sick Leave must be used only for reasons stated in #24.

11.12. For employees eligible for both GRF Sick Leave and Cal Sick Leave (Policy 4322-20), available Cal Sick Leave must be exhausted prior to using any available GRF Sick Leave.

#### **Policy**

Adopted: 20 May 69  
Amended: 21 Mar 78  
Amended: 12 Jan 93  
Amended: 08 Mar 94  
Amended: 08 Aug 95  
Amended: 21 Dec 99  
Amended: 17 Mar 09  
Amended: 21 Dec 10  
Amended: 16 Oct 12  
Amended: 19 Mar 13  
Amended: 21 May 13  
Amended: XX Apr 15  
(May 13)

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**



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## BOARD REQUEST

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**TO:** GRF BOARD OF DIRECTORS  
**FROM:** GRF EXECUTIVE COMMITTEE  
**SUBJECT:** EMPLOYEE HANDBOOK  
**DATE:** APRIL 14, 2015  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

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It is the recommendation of the Executive Director and Human Resources Director that the Board approve the GRF Employee Handbook for distribution to all employees. The current employee handbook was last updated in 2007. Since that date, numerous GRF policies have been amended, adopted, and rescinded and new Federal and State legislation has been enacted, therefore; the current employee handbook is out of date.

This new employee handbook was created based on GRF policies and then sent to our employment attorney, Mark Payne at Rutan & Tucker, for review. His firm reviewed the document to ensure that we were in compliance with all Federal and State legislation. The manual was updated as needed and structured it in a more methodically manner. The document has been reviewed by members of the Executive Committee for the past several months. As new legislation is enacted, changes have been made to the document to ensure that it remains current.

At the Executive Committee on April 14, 2015, it was unanimously recommended that the GRF Employee Handbook be sent to the Board for final approval.

I move to approve the GRF Employee Handbook.

**RESOLUTION/MOTION ACTION RECORD**

04281510.B.VII.

Resolution Type: **Approve Employee Handbook**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)





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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** CENTENNIAL BRICK PROGRAM  
**DATE:** APRIL 15, 2015  
**CC:** FILE

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At the special meeting of the Architectural Design and Review Subcommittee (ADRC) on April 10, 2015, it was of the consensus of the ADRC to recommend to the Executive Committee the allotment of Trust Property for the purpose of installation of the City of Seal Beach Centennial Bricks in the area between the Administration Building and Medical Center Building (Exhibit A).

The Executive Committee reviewed the request at its meeting on April 14, 2015 and duly moved and approved to recommend to the Board the use of Trust Property for the purpose of the installation of Centennial commemorative bricks as follows:

1. Total space allocation within the area noted by Exhibit A shall not exceed 1,000 bricks (approximately 220-250 square feet).
2. The City of Seal Beach is to bear the cost of installation (note: the City has agreed to pay for up to 1000 square feet of bricks (approximately 4000 - 4500 bricks)).
3. All bricks must only represent current and/or past Shareholders/Members.

I move to approve the use of Trust property as noted in Exhibit A for the installation of the City of Seal Beach Commemorative Centennial Bricks as follows:

1. Total space allocation shall not exceed 1,000 Centennial Bricks (approximately 220-250 square feet).
2. The City of Seal Beach is to bear the cost of installation of the Centennial Bricks.
3. Bricks must only represent current and/or past Shareholders/Members.

**RESOLUTION/MOTION ACTION RECORD**

042815b.vii.

Resolution Type: **Approve Use of Trust Property**Pertaining to: **City of Seal Beach Centennial Brick Program**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

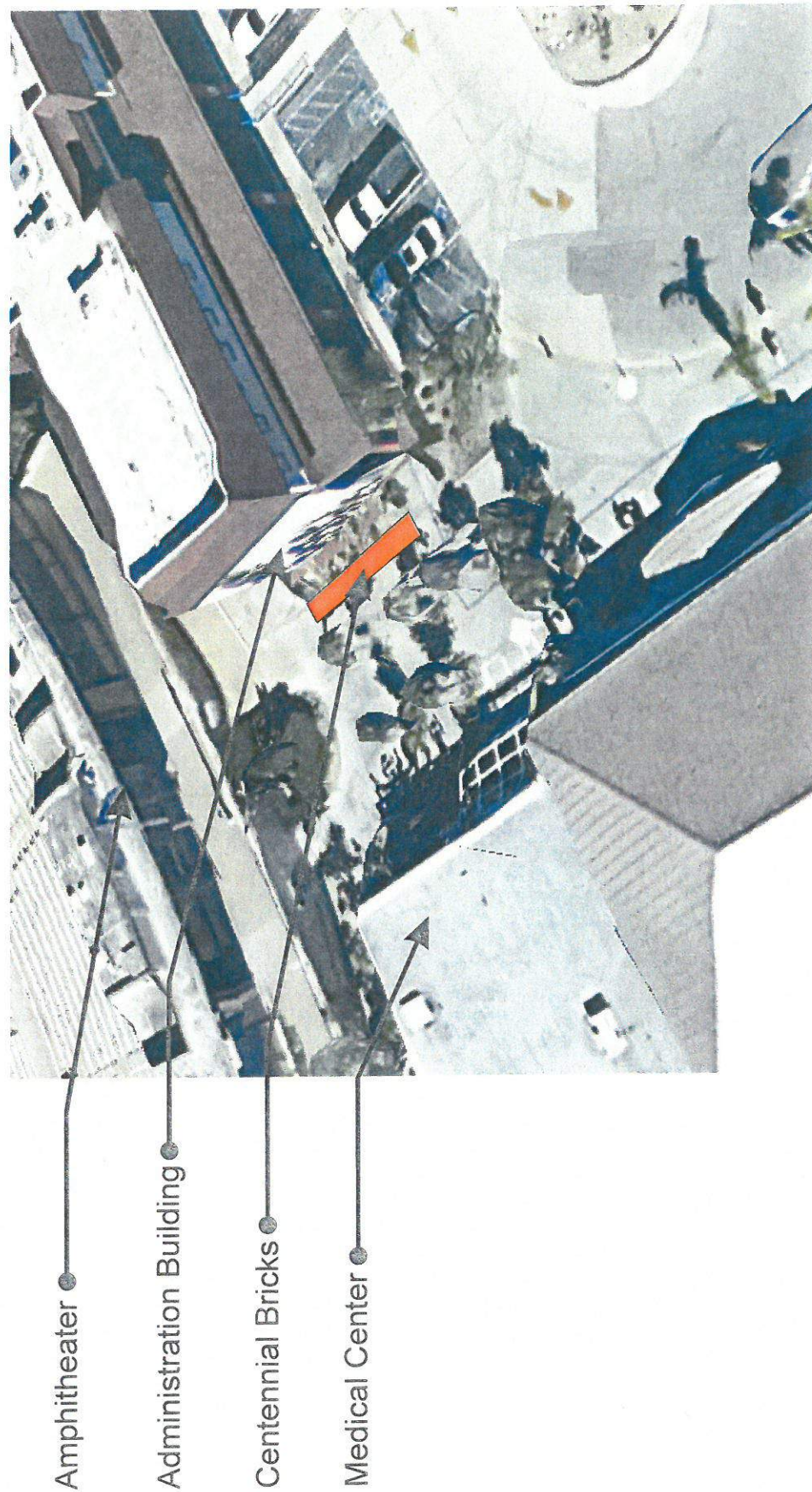
<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)



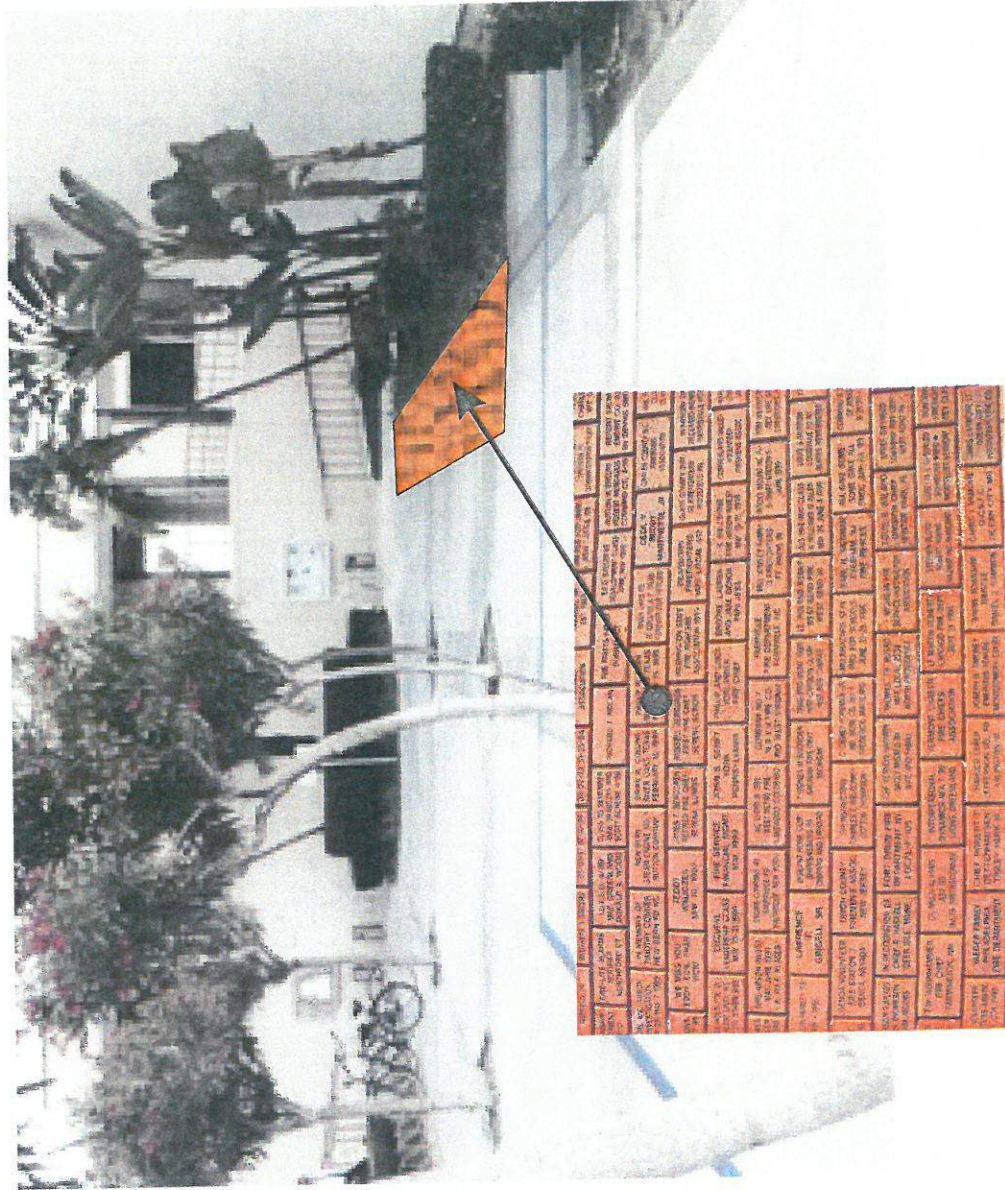
## Exhibit A

### Centennial Brick Location





# Centennial Brick Location





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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** AMEND POLICY 5520-31, RESERVES  
**DATE:** APRIL 28, 2015  
**CC:** FILE

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The Finance Committee recommended review of Policy 5520-31, Reserves, by the Policy Re-write Sub-committee. Based on recommendations that the Policy Re-write Sub-committee made at its meeting of April 6, 2015, the Finance Committee duly moved and approved to recommend the GRF Board accept Policy 5520-31, Reserves, as rewritten.

I move to approve the amendments to Policy 5520-31, Reserves.

## RESOLUTION/MOTION ACTION RECORD

042815c.i.

Resolution Type: **Amend Policy**Pertaining to: **5520-31, Reserves**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

**BOARD INTERNAL OPERATIONS****1. Reserve Funds**

Reserve funds are monies that the Golden Rain Foundation (GRF) has collected to defray future maintenance, replacement or repair (MRR) of major component/assets that the GRF is required to maintain in accordance with California Civil Codes.

**2. Use of Reserve Funds**

Reserve funds may not be used for expenses that are not included in the list of component/assets contained within the reserve study. If a major component/asset that meets the description as noted in section four (4) is in need of MRR, it may be included into the study with an adjustment to the funding plan by a majority vote of the Board of Directors (BOD) at a duly noticed meeting, open to all shareholder/members.

**3. Assets**

For the purpose of preparation and maintaining the GRF reserve study, a Trust asset shall be defined as: an item or items that have a value or an aggregate value of \$2,500 and a minimum life expectancy of three (3) years.

**4. Component**

For the purpose of preparation and maintaining the GRF reserve study, a component shall be defined as: an item or items with an estimated service life of thirty (30) or more years. Such identified components shall be included in the reserve study as a Trust capital asset and disregarded in the reserve calculations.

**5. Reserve Study**

- A. The GRF is required to prepare a reserve study at least once every three (3) years based upon a diligent visual inspection of the accessible areas of the component/assets.
- B. The BOD is required to review the reserve study as part of the annual budgeting process and determine whether intervening events over the past year warrant adjustment of the reserve funding.



- C. Reserve funds set aside for a particular line item in the study need not be restricted to expenditures on that line item alone, but rather the aggregate of all reserve funds may be used for the aggregate of all reserve expenses at a particular time.
- D. Reserve funds should not be used for expenses not included in the list of component/assets in the reserve study. If a major component/asset is in need of MRR, a majority vote of the BOD at a duly noticed meeting, may include the component/asset into the study with an adjustment to the funding plan.
- E. Reserve funds may be transferred to the operating account to meet short-term cash flow requirements or to cover other expenses by a majority vote of the BOD. The BOD must fulfill the following procedural requirements before transferring any funds:
  - 1. The BOD must provide no less than four (4) days written notice to the shareholder/members of the intent to consider a transfer;
  - 2. The options for repayment in accordance with Civil Code 5515; and
  - 3. Upon approval, the minutes of the meeting must reflect the amount, reason for the transfer, and describe when and how the funds will be repaid to the reserve account.
- F. Repayment of transferred funds contingent upon section five (5) (D):
  - 1. Funds transferred from the reserve account must be restored to the reserve account within one (1) year of the date of the initial transfer.
- G. Reserves funds may be transferred for litigation purposes provided that:
  - 1. Such transfer is in full compliance with Civil Code 5515; and
  - 2. The GRF must notify the shareholder/members of the decision to the transfer and the availability of an accounting of expenses. The accounting need not be sent to all shareholder/members, but must be available upon request at the GRF Administrative offices.

## 6. Banking and Investments of Reserve Funds

Reserve funds shall not be co-mingled with any other GRF funds. ~~and shall be~~

~~maintained in FDIC insured bank accounts.~~

**All investment of GRF Reserve Funds must be in full compliance with Civil Code 5515.**

1. The BOD shall exercise prudent fiscal management in maintaining the integrity of the reserve account.
2. The BOD's primary goal in investment of the GRF reserve funds shall be the preservation of the funds.
- A. **Any investment over \$100,000 not invested in FDIC accounts must be approved by the GRF BOD in an open session.**
- B. Liquidity of the reserve fund shall be preserved to ensure that funds are available for:
  1. Scheduled MRR;
  2. Emergency MRR;
  3. MRR of components and assets that have reached the end of their useful life earlier than expected;
  4. Short term operational needs, provided that terms as set forth in section five (5) (D) are in compliance; and
  5. Litigation as allotted by Civil Code 5515.

## **7. Withdrawal/Transfers from Reserve Funds**

The signature of two (2) GRF Corporate Officers is required.

## **8. Investment of Reserve Funds**

- i. ~~The BOD shall exercise prudent fiscal management in maintaining the integrity~~  
~~of the reserve account.~~
- ii. ~~The BOD's primary goal in investment of the GRF reserve funds shall~~  
~~be the preservation of the funds.~~



## 8. Reserve Fund Expenditures

### A. Scheduled MRR:

1. All GRF policies referencing standards of purchasing shall be applicable unless the MRR is an emergency (see definition of emergency in section (ten) 10)); and
2. Scheduled MRR over ~~\$25,000~~ **\$10,000** requires a majority vote of the BOD.

### B. **Non-Scheduled Replacements/Repairs:**

All GRF policies referencing standards of purchasing shall be applicable unless the MRR is an emergency (see definition of emergency in section ten (10)).b. Must be approved at a duly posted BOD meeting and approved by a majority vote of the BOD.

- C. If the MRR constitutes an emergency requirement, the Executive Director and no less than two (2) Corporate officers may take appropriate actions to protect the Trust component/assets to a limit of \$50,000 with immediate notification to the BOD clearly noting the need and emergency. Such emergency action shall be reviewed at the next regularly scheduled meeting of the BOD.
- D. Emergency actions that result in an expenditure greater than \$50,000 requires an emergency meeting of the BOD, with the minutes of the meeting clearly stating the emergency and the actions taken.

## 9. Emergencies

Emergency reserve fund expenditures for the MRR of component/assets shall be defined as:

- A. The need to MRR a component/asset involving imminent danger to the life or safety of the shareholder/member, or immediately necessary for the preservation and safety of the property;
- B. Required to avoid the suspension of any necessary service;

- C. The BOD and/or Executive Director are to use prudent determination of an emergency and take steps as required as in section ten (10) (I);
- D. The Executive Director shall within a reasonable time of the emergency but no more than six (6) hours, notify the BOD of the event and actions taken to protect and secure the GRF component/assets; and
- E. At the next regularly scheduled meeting of the BOD, a full account of the emergency shall be presented including but not limited to:
  - 1. Nature/cause of the emergency;
  - 2. Actions taken; and
  - 3. Full accounting of all expenses.
- F. All applicable sections of this policy shall remain in effect.

**Policy**

Adopted: 22 Apr 14

**GOLDEN RAIN FOUNDATION**

**Seal Beach, California**

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Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** LEASE AMENDMENT, MEDICAL CENTER  
**DATE:** APRIL 22, 2015  
**CC:** FILE

---

At the regular scheduled meeting of the Finance Committee on April 21, 2015, the Committee reviewed and approved to recommend to the Board the proposed 5<sup>th</sup> amendment (Exhibit A) to the Medical Center as provided by Kent Clayton, CEO, Los Alamitos Medical Center (Tenet Health).

In order to maintain adequate patient levels to support the Medical Center and the attending physicians, the proposed 5<sup>th</sup> Amendment would delete paragraph 2(a) of the existing agreement and allow non-Shareholder/Members of the community to utilize the Medical Center.

During the Committee's deliberations it was noted that the Medical Center provides an invaluable service to the community as well as financial support through lease revenue in the amount of \$564,000 annually.

I move to approve the 5<sup>th</sup> Amendment to the Leisure World Health Center Management

Agreement, per Exhibit A, and authorize the President to sign the amendment.

## FIFTH AMENDMENT TO LEISURE WORLD HEALTH CENTER MANAGEMENT AGREEMENT

This Fifth Amendment (the "Amendment") is made entered into as of the later date of execution provided below, by and between Los Alamitos Medical Center, Inc., a California corporation, doing business as Los Alamitos Center (hereinafter referred to as "LAMC") and Golden Rain Foundation (hereinafter referred to as "GRF") for amendment of that certain Health Center Management Agreement (the "Agreement"), which is dated December 28, 1988, as previously amended February 19, 1991 (the "First Amendment"), April 1, 1992 (the "Second Amendment"), February 1, 1998 (the "Third Amendment") and December 15, 2007 (the "Fourth Amendment") (collectively, the "Prior Amendments"), between these parties.

### RECITALS

A. LAMC and GRF entered into the Agreement, as amended by the Prior Amendments.

B. It is the desire of the parties to amend certain paragraphs of the Agreement, as detailed below.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, LAMC and GRF agree as follows:

### TERMS

1. Effective Date: The effective date of this Amendment shall be the date this Amendment is fully executed by LAMC and GRF ("Effective Date").

2. Amendment to Agreement: The Agreement is hereby amended as follows:

A. Services: The existing language in paragraph 2(a) of the Agreement shall be deleted in its entirety and the following shall be inserted to the Agreement:

"Health Center services shall be for the benefit of and restricted to Golden Rain Foundation Members, qualified Golden Rain Foundation member co-occupants, any person designated qualified under California Civil Code Section 51.3 as a "qualified permanent resident", all persons who are lawful and legal residents of Leisure World Seal Beach, Golden Rain Foundation Member Applicants, employees and their adult dependents, non-residents who elect to see primary care or specialty physicians performing services at the Health Center, although such non-residents must be at least fifty (55) years old and Medicare or other approved managed care health plan beneficiaries and the number of such patient visits may be limited in number by



LAMC at the direction of the GRF Board, and visitors requiring emergency treatment. Effective September 1, 1992, LAMC agrees to enter into an agreement with a no premium Medicare Health Maintenance Organization (HMO) so as to allow the enrollees of that HMO to be serviced at the Health Care Center. LAMC will make available a list of physicians who are willing to in the Medicare HMO Program."

3. Other Terms: Except as modified by this Amendment, the parties shall comply with all the covenants, terms and conditions set forth in the Agreement.

4. Entire Agreement: This Amendment contains all of the agreements of the parties hereto with respect to the matters contained herein, and no prior agreement, arrangement or understanding pertaining to any such matters shall be effective for any purpose. Nothing in this Amendment shall be deemed to waive or modify any of the provisions of the Agreement, except as expressly stated herein.

5. Attorney's Fees: If any party(s) to this Amendment commences an action against another party(s) hereto arising out of or in connection with this Amendment, the prevailing party(s) shall be entitled to recover from the losing party(s) reasonable attorneys' fees and costs of suit as part of its judgment.

6. Ratification: Except as hereby amended, the Agreement shall remain unmodified and, as hereby amended, is ratified and confirmed.

7. Successors: The provisions of this Amendment shall bind and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto.

8. Confidentiality: The parties hereby represents and warrants that it and its representatives, servants, agents and employees ("Agents") shall make a good faith effort to keep the terms and provisions of this Amendment strictly confidential throughout the Term, except to the extent necessary: (a) to carry out the purpose of the Agreement; (b) in connection with any administrative or judicial proceeding in which the parties are involved and required to divulge such information; (c) to disclose information to each party's attorneys, accountants, and advisors; (d) in connection with any legally-mandated filings by the parties (e) if required in good faith for financing or accounting reasons. If the parties or any of its Agents violate this provision, each party shall indemnify the other party for all costs, expenses, liabilities, and damages related thereto including without limitation, the reasonable costs of legal counsel, investigation costs and court costs.

9. Definition: Except as provided otherwise in this Amendment, the terms used in this Amendment which are defined in the Agreement shall have the same meaning as set forth in the Agreement.

10. Conflict: In the event of any conflict between the original terms of the Agreement and this Amendment, this Amendment shall prevail.

11. Counterparts: This Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, this Amendment is entered into by the parties as of the day and year first above written.

**ATTEST:  
GOLDEN RAIN FOUNDATION**

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:  
LOS ALAMITOS MEDICAL CENTER, INC.,  
A CALIFORNIA CORPORATION  
DOING BUSINESS AS LOS ALAMITOS MEDICAL CENTER**

By: \_\_\_\_\_  
Kent Clayton  
Chief Executive Officer  
Los Alamitos Medical Center

Date: \_\_\_\_\_





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**BOARD ACTION REQUEST**

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**TO:** BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTIES COMMITTEE  
**SUBJECT:** WINDOW COVERINGS- ADMINISTRATION BUILDING DOWNSTAIRS  
**DATE:** APRIL 13, 2015  
**CC:** FILE

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At the regular meeting of the Physical Property Committee on April 10, 2015, the Committee reviewed a request to replace the window coverings in the Administration Building first floor (Accounting, Stock Transfer and Distribution). Upon discussion, the Committee unanimously voted to match the blinds used upstairs in the Administration Building and to accelerate the reserve funds for the components and forward the request to the GRF Board for approval. Several vendors (4) were requested to submit quotes; however, only one was received. Coast Factory Blinds submitted a quote of \$3,372.00 (see Exhibit A).

I move to accelerate the reserve funding to replace window coverings on the first floor of the Administration Building and award a contract to Coast Factory Blinds in the amount \$3,372.00 and authorize the President to sign the contract.

**RESOLUTION/MOTION ACTION RECORD**

042815f.i.

Resolution Type: **Approve Contract**Pertaining to: **Window Coverings – Administration Building First Floor**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

# Exhibit A

## WINDOW COVERINGS ORDER FORM

### COAST FACTORY BLINDS

225 5TH STREET  
SEAL BEACH, CA 90740  
(562) 493-4228

DATE 3-27-15 P.O. & INVOICE # 1286  
VENDOR Don HOME PHONE \_\_\_\_\_  
SALESMAN \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
METHOD OF PYMT. \_\_\_\_\_ ALT. PHONE \_\_\_\_\_

SOLD TO: L.W. Physical Properties SHIP TO: \_\_\_\_\_  
ADMINISTRATION BLDG PER. BRIAN CRAB  
SEAL BEACH, 90740

SIDEMARK: MATCH 2<sup>ND</sup> FLOOR  
COLOR BLINDS

MATERIAL:				TYPE:		MANUFACTURER:					
2" WOOD BLINDS				COLOR		WALNUT					
QUANTITY	INSTALLATION (check one)			BLIND MEASUREMENTS IN INCHES		COLOR NUMBER AND NAME	CONTROLS (Left or Right)		SPECIAL ACCESSORIES REQUIRED PER BLIND	UNIT PRICE	AMOUNT
	IN	ON	STACK	WIDTH	LENGTH		ROUND TELT	CORD LIFT			
12	X			35	58						
10	X			34 3/4	58						
1	X			34 3/8	58 1/4						
1	X			34 1/2	58						
3	X			34 3/4	33 3/4						
1	X			35	33 3/4						

ALL WORK WILL BE PERFORMED IN A PROFESSIONAL  
WORKMANSHIP MANNER AND AN AGREED COMPLETION TIME.

ON COMPLETION, FULL PAYMENT SHALL BE MADE UNLESS  
OTHERWISE AGREED UPON.

ALL MATERIAL IS GUARANTEED FROM DEFECT AND  
QUALITY APPROVAL.

SIGNATURE ACCEPTS THE ABOVE WORK TO BE PERFORMED-  
ANY VERBAL ADDITIONS MUST BE LISTED ON WRITTEN CONTACT.

PURCHASER \_\_\_\_\_

I HAVE REVIEWED THE ABOVE INFORMATION AND IT IS CORRECT.

SUB TOTAL	<u>2788.00</u>
FREIGHT	<u>—</u>
SALES TAX	<u>248.00</u>
MEASURE INITIAL	<u>INC</u>
GRAND TOTAL	<u>3372.00</u>
DOWN PAYMENT	<u>—</u>
TRANSACTION #	<u>—</u>
BALANCE DUE UPON RECEIPT	<u>3372.00</u>
TRANSACTION #	

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND POLICIES  
**DATE:** APRIL 14, 2015  
**CC:** FILE

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The following policies have been reviewed by the Policy Rewrite Sub-committee and have been updated and rewritten to reflect current practices.

1401-Outside Buses  
1403 Commercial Use  
1406-Limitations on Use  
1411-Clubhouse Reservations  
1431-Liability Insurance-Clubs  
1480-Arts and Crafts Festival

I move that the Board Amend Policies 1401-Outside Buses, 1403-Commercial Use, 1406-Limitations on Use, 1411-Clubhouse Reservations, 1431-Liability Insurance-Clubs, and 1480-Arts and Crafts Festival.

**RESOLUTION/MOTION ACTION RECORD**

042815g.i.

Resolution Type: **Amend Policies**Pertaining to: **1401, 1403, 1406, 1411, 1431, 1480**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Outside Buses**

1. The City of Seal Beach and the Golden Age Foundation (GAF) are authorized to extend their free bus service between Old Ranch Town Center or downtown Seal Beach and Leisure World.
2. Los Alamitos Medical Center and the OCTA (Dial a-ride) are permitted to operate a bus service within Leisure World.

**Tour and Casino Buses**

The GRF has constructed and maintains a loading and unloading point for tour buses at the east side of the Amphitheater area.

1. All tour buses operated by shareholder/members or for shareholder/member groups shall load and unload at the Amphitheater facility and other designated areas.
2. All tour buses will enter and exit the community through the St. Andrews Gate during the hours that the gate is open.
3. Tour buses will be permitted entrance at the Main Gate only during the hours that the St. Andrews Gate is closed.
4. Tour buses shall arrive no earlier than thirty (30) minutes prior to departure.
5. The Recreation Department shall be called for the scheduling of all tour buses.
6. Refreshments may not be served in the bus stop area. This area is for loading and unloading passengers only. Clubs may reserve a clubhouse room for this purpose.

**Policy**

Revised 10 Sep 67  
Published: 08 Apr 81  
Amended: 15 Sep 92  
Amended: 16 Mar 93  
Amended:  
(Apr 15)

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS    AMEND****Commercial Use**

1. The community recreational facilities are to be maintained and preserved for the social and recreational benefit and activities of all shareholder/members, and not for the operation of commercial endeavors or the practicing of professionals.
2. All clubs and organizations of shareholder/members that are recognized by the GRF shall have the right to reserve space in the community recreational facilities for any reasonable purpose. Reservation of facilities shall not be granted to any club or organization when the function is advertised outside, and non-members are solicited to attend. Personal guests are welcome when in the company of a shareholder/member.
3. Travel and chartered bus tour presentations may be held by a club for its members and their guests during a club's regularly scheduled meeting only.
4. A club may reserve a room for a meeting, other than a regularly scheduled meeting, for the purpose of making a presentation and/or distributing pertinent materials to that club. No sales activity may be conducted.
5. Charges made by any group or organization to cover the cost of serving refreshments are not considered a commercial use. The commercial restriction does not apply to fund-raising within the recognized clubs or groups at regularly scheduled meetings. (See Alcoholic Beverages below)
6. Commercial use of all other community facilities, including but not limited to GRF office buildings, maintenance yard, Health Care Center, and streets and sidewalks, is expressly prohibited unless an exemption is granted by action of the GRF Board of Directors.

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS    AMEND****Commercial Use****Sale of Alcoholic Beverages**

Existing State law prohibits the sale of alcoholic beverages except by persons licensed by the State Alcoholic Beverage Commission.

The sale of alcoholic beverages is prohibited in all GRF community facilities.

Organizations and individuals violating this prohibition will be denied further use of any community facilities.

**Policy**

Adopted: 16 Aug 64

Amended: 16 Jul 74

Amended: 18 Sep 79

Amended: 19 Aug 86

Amended: 14 Oct 86

Amended: 15 Feb 00

Amended:

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Limitations on Use**

Limitations have been placed on certain community facilities. The Recreation Supervisor or approved staff are authorized to verify the status of any user and may enlist the Security Department and/or other agencies to enforce this policy.

1. The following community facilities and appurtenant areas are only provided for the use of current Golden Rain Foundation (GRF) shareholder/members in good standing only:
  - a. Golf course (See policy 1429.1-50 & 1429.2-50);
  - b. Swimming pool (See policy 1468-50);
  - c. Wood shop;
  - d. Exercise room (See policy 1466-50);
  - e. Lapidary room; and
  - f. Car wash.

Professional health care providers and caregivers may assist shareholder/members who use the facilities and remain with them, but they may not use the above facilities themselves.

Scheduled events take precedence when approved in advance by the Recreation Supervisor.

2. Due to safety factors, the following limitations must be adhered to:
  - a. Power equipment, such as the equipment used in the lapidary room, wood shop or exercise room, shall not be used except under the jurisdiction of a supervisor approved by the Recreation Department;
  - b. Football, baseball, soccer, hockey, basketball and other contact sports may not be played on GRF Trust property due to the possibility of injury to shareholder/members and/or guests;
  - c. Risers may not be stacked upon one another for any activity in a clubhouse; and
  - d. Use of skateboards, razor type scooters, roller skates or roller blades is prohibited in clubhouse areas.
3. Other community facilities and appurtenant areas are provided for the use of current GRF shareholder/members in good standing and their guests who are at least eighteen (18) years old. Shareholder/members must be present at all times

(Apr 15)

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**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Limitations on Use**

when guests are using these facilities:

- a. Pool/billiards rooms;
  - b. Table tennis area (See policy 1463-50);
  - c. Sewing room;
  - d. Ceramics room; and
  - e. Amphitheater. (See policy 1412-50)
4. The following limitations must be adhered to for flea markets, rummage sales, and craft fairs, excluding the GRF Arts and Crafts Festival: (See policy 1480-50.)
- a. Flea markets, rummage sales, or craft fairs will not be allowed for a four-week period prior to the GRF Arts and Crafts Festival;
  - b. The maximum number of tables allowed for flea markets, rummage sales, and craft fairs shall be approved by the Recreation Supervisor;
  - c. All items for sale at flea markets, rummage sales, or craft fairs must be sold by GRF shareholder/members; and
  - d. Operations of the flea markets, rummage sales, or craft fairs will be monitored by the Recreation Supervisor to ensure that all policies are followed.

**Clubhouse Rules**

The following rules are to be posted in all clubhouses for the information and guidance of all concerned:

1. Clubhouse lobbies shall be available for shareholder/members use and reservation, and furniture may only be moved and repositioned to original configuration by custodial staff.
2. Dining and kitchen facilities shall be cleaned by the reserving member after being used. Refer to policy 1411-50, Clubhouse Cleaning Standards, for cleaning procedures.
3. The Clubhouse One (1) Picnic Area shall be cleaned by the reserving member after being used, except for the BBQ, which shall be cleaned by the custodian after it has cooled down.
4. The regulation of the thermostats shall only be controlled by the custodian on duty with adjustment permitted by request of shareholder/members.
5. Malfunctioning and/or damaged equipment shall be reported to the custodian or the Recreation Department.

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**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Limitations on Use**

6. Items shall not be hung on draperies or partitions at any time.
7. Only masking tape shall be used to attach items to the walls – no other type of adhesive is authorized. Push pins or tacks may be used to attach items to the soundproofing panels.
8. Items shall not be stored behind the stage drapes in Clubhouse Four (4), or in any hazardous area of any clubhouse.
9. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty.
10. Children under the age of eighteen (18) years shall remain under the constant supervision of a shareholder/member.
11. Smoking of any kind is prohibited in the clubhouses, in common outdoor areas and public patio areas (See Policy 1412.2-50, Smoking).
12. Only licensed service animals are permitted in community facilities. (See Policies 1023 & 1023.1)
13. Power-driven mobility devices operated inside the clubhouses shall display an authorized handicap decal issued by the Security Department. The vehicle shall be operated at the lowest possible speed at all times within a clubhouse. Electric wheelchairs are exempted.
14. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the Security Department.
15. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving shareholder/member.
16. Shareholder/members shall notify the Recreation Department when a caterer will be used in a clubhouse. (See Policy 1431-50, Caterers)
17. Candles shall be permitted in community facilities **without carpeting** if birthday candles are placed on birthday cakes (or similar candles on other types of cakes).

**Specific Rules of Clubs or Organizations Using Clubhouses**

Any club or organization reserving space in the community facilities of the GRF is authorized to enforce any special rule or regulation as long as such rule or regulation does not conflict with the established rules and regulations of the GRF.

Neither the GRF nor staff employed by the GRF may become involved with enforcement of these special rules or regulations.

**Eligible Organizations**

The community facilities shall be maintained and preserved for the social, cultural and  
(Apr 15)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Limitations on Use**

recreational benefit of all GRF shareholder/members. Policies of control shall be reasonable, and yet not allow for exploitation of shareholder/members by individuals or groups.

Standard practices to be followed by clubs using GRF facilities shall include the following:

1. The club shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the Recreation Department;
2. The club shall specify a regularly scheduled meeting time and place;
3. There shall be an annual business meeting, including election of three (3) officers, and financial accounting to shareholder/members of all funds;
4. The Recreation Department shall be kept informed of any change of officers, or change in purpose of the club;
5. Although shareholder/members are allowed to invite guests, no club may advertise or publicize its activities in outside publications so as to infer its membership or events are open to non shareholder/members;
6. Caregivers can not belong to any club unless they are a GRF shareholder/member;
7. Should a complaint be lodged from a member of a club relating to the financial reporting or condition of that club, a financial statement will be required for the use of the Recreation Supervisor in resolving the problem; and
8. The GRF reserves the right to disallow the use of any of its facilities to any club or organization.

**Use of Clubhouse Facilities by Outside Organizations**

To provide for a fair distribution of limited clubhouse facilities, shareholder/members that belong to an organization outside of Leisure World are permitted to reserve a clubhouse facility once each calendar year for an event by that organization.

Shareholder/members are responsible for the organization's activities and shall ensure that the organization follows all established policies relating to clubhouse use.

Residents must use their own funds for any required deposits.

In the event more than one resident belongs to the same outside organization, that organization is still limited to one invitation per calendar year.



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Limitations on Use****Saturday Dances**

The Recreation Department will furnish live bands for dances on the following basis:

1. Each Saturday at Clubhouse One (1) except Christmas and New Year's Day when the clubhouses are closed;
2. One band for Clubhouse Four (4), a square dance caller and a round dance cuer for Clubhouse Two (2) on New Year's Eve; and
3. Shareholder/members are able to invite guests as long as the number of guests does not comprise a majority of the attendees.

**Hours**

1. The clubhouses will be open for the use of shareholder/members and guests accompanying them from 7:30 am to 10:30 pm.
2. Starters for the golf course will be on duty starting at 7:30 am. Starters' quitting time will be determined administratively. Golf starters will not be on duty Christmas and New Year's Day. The golf course and appurtenant areas and facilities will be limited to shareholder/members. Health care providers, caregivers or guests are not permitted to use the golf course.
3. The hours of operation of the exercise room, swimming pool, appurtenant areas and facilities shall be determined administratively. These facilities are for use by shareholder/members only. The swimming pool and exercise room will be closed Thanksgiving, Christmas and New Year's Day.
4. The Amphitheater and stage will be available for use by recognized clubs and associations by reservation only. (See policy 1412-50)
5. The Golden Age Foundation can use the Hospitality area in Clubhouse Six (6) on any holiday for the benefit of the shareholder/members.
6. Clubhouses One (1), Two (2), Four (4), Five (5), and Six (6) will be closed Christmas and New Year's Day. Exceptions are at the discretion of the Recreation Supervisor.
7. Clubhouses One (1), Two (2), Five (5), and Six (6) will be closed Thanksgiving Day. Exceptions are at the discretion of the Recreation Supervisor.
8. Any permanent operational time change must be approved by the Recreation Committee.

**Eligible Organizations**

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**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Limitations on Use**

The community facilities shall be maintained and preserved for the social, cultural and recreational benefit of all GRF shareholder/members. Policies of control shall be reasonable, and yet not allow for exploitation of shareholder/members by individuals or groups.

Standard practices to be followed by clubs using GRF facilities shall include the following:

1. The club shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the Recreation Department;
2. The club shall specify a regularly scheduled meeting time and place;
3. There shall be an annual business meeting, including election of three (3) officers, and financial accounting to shareholder/members of all funds;
4. The Recreation Department shall be kept informed of any change of officers, or change in purpose of the club;
5. Although shareholder/members are allowed to invite guests, no club may advertise or publicize its activities in outside publications so as to infer its membership or events are open to non-shareholder/members;
6. Caregivers cannot belong to any club unless they are a GRF shareholder/member;
7. Should a complaint be lodged from a member of a club relating to the financial reporting or condition of that club, a financial statement will be required for the use of the Recreation Supervisor in resolving the problem; and
8. The GRF reserves the right to disallow the use of any of its facilities to any club or organization.

**Notice of Closing**

Whenever it may become necessary to close down or limit the use of any community facility for a non-emergency reason, advance notice of one week is to be given to the Recreation Supervisor, who, will give proper notification to all concerned.

**Charges**

1. Charges will be assessed for clubs and/or private parties using clubhouse facilities when the scheduled or actual use extends beyond the official hours, or when additional help is required. The rate to be used is the lowest established billing rate currently in effect as determined and published by the Accounting

(Apr 15)

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## COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## AMEND

Limitations on Use

- Office. In the event of overtime, a minimum of one hour will be charged.
2. Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.

**Policy**

Adopted: 19 Oct 71  
Amended: 16 May 78  
Amended: 18 Sep 79  
Amended: 15 Nov 83  
Amended: 19 Aug 86  
Amended: 21 Oct 86  
Amended: 16 Aug 88  
Amended: 31 Jan 95  
Amended: 20 Aug 96  
Amended: 17 Mar 98  
Amended: 19 May 98  
Amended: 21 Jul 98  
Amended: 16 Sep 03  
Amended: 20 Mar 07  
Amended: 22 Apr 14  
Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS    AMEND****Recreational Facilities**

The policy of the Golden Rain Foundation (GRF) is that the Trust facilities will be made available for the use of all shareholder/members. The Recreation Department is assigned to schedule the use of the clubhouses and other facilities for shareholder/members and their organizations. The Recreation Supervisor is responsible for the equitable application of this policy.

Reservations will be planned to provide for the following needs:

1. Facilities for the GRF, Mutual boards and committees;
2. Public sponsored by the Recreation Department;
3. Facilities for religious services, including special services for religious and patriotic holidays;
4. Programs and/or functions that provide important information or services for the benefit of all shareholder/members (to be determined administratively);
5. Facilities for recognized GRF organizations;
6. Reservations for private parties must be by shareholder/members only;
7. All regularly scheduled reservations will be automatically canceled on the following holidays each year: Thanksgiving, Christmas, New Year's Eve and New Year's Day;
  - a. The Golden Age Foundation can use the Hospitality area of Clubhouse Six (6) on any holiday for the benefit of the shareholder/members.

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS      AMEND****Recreational Facilities**

8. Some scheduled reservations will be canceled on Election Days as required, if the clubhouse is to be used for polling, with advance notice to the organization; and
9. The Clubhouse Two (2) Card Room is unavailable for reservations.

**Reservation Procedures**

The Recreation Department will supply Community Facility Application forms for anyone desiring to make a reservation in a clubhouse or other recreational facility.

1. GRF, Mutual boards and committees may make a reservation for meetings without the completion of the standard form.
2. The club or organization desiring a reservation must designate a responsible shareholder/member to arrange for the reservation and the setup required. Any communication between the Recreation Department and the club will be through the designated shareholder/member.
3. Shareholder/members must pay a \$200 deposit to use a clubhouse or the Clubhouse One (1) Picnic area. The deposit must be paid ten (10) days prior to the event as a good faith deposit against any damage to the facility or overtime charges. (See policy 1406-50) The deposit will be returned or refunded, less any fee for damages or overtime, within ten (10) working days.
4. The facility must be signed for at the time the request is made.
5. A complete setup plan must be in the Recreation Office ten (10) days prior to a booked event or the event is automatically canceled. If a caterer is to be used, the caterer's name must be on the application. (See policy 1431-50, Liability Insurance-Caterers.)

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**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS    AMEND****Recreational Facilities**

6. Organizations registered with the Recreation Department may make a clubhouse reservation for as many as three (3) meeting periods per week on a regular basis, subject to availability.
7. The limitation on private parties is intended to limit the use of the clubhouse facilities to functions directly related to shareholder/members. Functions honoring nonmembers, or relating to nonmembers, cannot be scheduled. Reservations and arrangements can only be made in person by a shareholder/member.
8. Adult classes sponsored by the GRF will be supervised by the Recreation Department and will be given the same status a reservation for recognized clubs. The use of a room or facility and its equipment by a regularly scheduled class will be available only to regularly enrolled students in that class. (See policy 170-50.)
9. Individuals may not reserve any community facility on a regular basis.
10. All reserved activities in the clubhouses will be held between the hours of 7:30 am and 10:30 pm. Any event extending beyond these hours will be charged overtime at the current rate in accordance with the janitorial contract. In the event of overtime, a minimum of one hour increments will be charged. In order for arrangements to be made with the janitorial contractor to provide the appropriate number of staff, advance notice of possible overtime must be given by the shareholder/member at the time the reservation is made.

**Clubhouse Cleaning Standards**

All clubs and associations using GRF Trust kitchen facilities are to be held responsible for the cleaning of kitchens and kitchen equipment. All facilities and appliances are to be left clean and orderly.

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS    AMEND****Recreational Facilities**

1. Silverware is to be washed and dried.
2. Dishes are to be removed from the dishwashers and placed neatly in the cupboards.
3. Refrigerators, stove tops, ovens, coffee urns and dishwashers are to be left clean. The coffee urns are to be assembled in a unit following cleaning and drying.
4. Counter tops and table tops are to be thoroughly scrubbed and washed down.
5. Shelves from refrigerators and stoves which have been removed are to be replaced.
6. All areas of the Clubhouse One (1) Picnic Area must be cleaned by the reserving shareholder/member, except for the BBQ, which will be cleaned by the custodian.

When an individual or organization does not leave the kitchen facilities in a reasonably clean and sanitary condition, the clubhouse custodian will do the necessary cleaning and report time and cost involved to the Recreation Department. The organization having last used the facilities will be charged. Any such charge must be paid before the organization can make any further reservations for future use of any community facility. The Recreation Supervisor is authorized to refuse the facilities of the clubhouses to any individual or organization which does not comply with the cleaning standards. This authority includes the right to decide who has violated the regulation. The reports made by the clubhouse custodian may be used as evidence in this determination.



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS      AMEND****Recreational Facilities****Reservations by Outside Organizations**

The Executive Director, with the Recreation Committee's approval, is authorized to permit outside organizations and persons to use the clubhouse facilities when, in his or her opinion, a service will be performed which will be of benefit to the GRF shareholder/members.

This policy is interpreted to include, but not be restricted to, the following:

1. Elected Officials;
2. Utility company representatives;
3. Department of Motor Vehicles; and
4. Special events.

The Executive Director is authorized to approve the following without the Recreation Committee's prior approval:

1. Registrar of Voters; and
2. Official polling places.

**Amphitheater Reservations**

All uses of the amphitheater and stage are by reservations scheduled by the Recreation Department.

Priorities for amphitheater and stage use are:

1. Golden Rain Foundation (GRF) and Mutual annual or special stockholder's meetings;
2. Recreation Department sponsored programs and public functions; or

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**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES-RESERVATIONS      AMEND****Recreational Facilities**

3. Recognized club meetings and programs needing large seating capacity.

**Political Meetings**

1. Any recognized political club of the GRF may obtain reservations for the Amphitheater and stage when they desire to hold an event.
2. The reservation will be made through the Recreation Department.
3. The club sponsoring the meeting will be required to meet the following special conditions:
  - a. Accept full financial responsibility for any facilities or services provided at the request of the news media or the political organization involved;
  - b. Accept the responsibility of notifying any concerned individuals that guests other than the official party can be admitted only by individual invitation extended by a shareholder/member of GRF;
  - c. Accept the responsibility for giving written notice to staff members where their participation or assistance is requested; and
  - d. Hire any staff needed to ensure the fire-permit rules and regulations are enforced. These include capacity limits (2,500) and ensuring no one sits or stands in the aisles.
4. The Security Chief is responsible for making the necessary contacts with the Seal Beach Police Department and security personnel accompanying the official party.

**Policy****GOLDENRAIN FOUNDATION**

(Apr 15)

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## COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES-RESERVATIONS    **AMEND**Recreational Facilities**Policy**

Adopted: 16 Feb 65  
Amended: 21 Jun 66  
Amended: 18 May 71  
Amended: 21 Jan 75  
Amended: 21 Oct 75  
Amended: 15 Jul 80  
Amended: 21 Jun 83  
Amended: 19 Mar 85  
Amended: 20 Nov 90  
Amended: 08 Mar 94  
Amended: 19 Mar 96  
Amended: 16 Oct 01  
Amended: 16 Sep 03  
Amended: 22 Apr 14  
Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****LIABILITY INSURANCE****Clubs**

All clubs and organizations of shareholder/members of the Golden Rain Foundation (GRF), using space in any community facility, will be covered by the GRF's liability insurance while using a facility.

The limits of liability will be as specified in the current insurance policy.

**Caterers**

It is the policy of the GRF that any catering firm using space in any recreational facility of the GRF shall be adequately insured for public liability and property damage. A policy containing at least one million dollars (\$1,000,000) insurance covering General Liability, Automobile Liability, Workers' Compensation and Employers' Liability is required.

To limit any potential liability to the GRF, the following standards must be met.

1. Shareholder/members shall notify the Recreation Department when a caterer will be used within any of the GRF's clubhouses or recreation facilities.
2. The term caterer, and the stipulations below, shall apply to any vendor/contractor or shareholder/member who provides, for a fee, a service to the club/organization in one of the GRF's community facilities.
3. Shareholder/members, family and/or friends of a club/organization who are compensated over and beyond the actual cost of the food prepared and served, shall be deemed caterers and subject to the conditions stipulated in this policy.
4. A copy of the caterer's insurance policy must be on file in the Recreation Department and the endorsement to the liability policy must show the GRF and Mutuals Nos.1-12 and 14-17 as additional insureds.
5. A signed copy of the contract between the catering company and the club, organization or individual must be on file in the Recreation Department ten (10) days prior to the event.
6. The contract shall state that the GRF and Mutuals will not be held responsible for

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## COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

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## LIABILITY INSURANCE

Clubs

any and all claims, demands, causes of actions, lawsuits, or other disputes or enforcement actions that arise under the agreement with the caterer.

7. Caterers are not permitted to bring any family member, friends or other guests onto GRF property while performing their contractual duties unless they are of working age and have been hired by the caterer for the event. All child labor laws will be adhered to.

8. The club/organization and caterer are required to keep the premises clean and in good condition at all times during the use of the facility, and are responsible for any damage to the premises. The club/organization and caterer are responsible to leave the premises in the condition they were in prior to the event.

9. The club/organization or shareholder/member reserving the facility space agrees to indemnify, defend and hold harmless the GRF and its officers, directors and employees from any and all claims, demands, causes of actions, lawsuits and so forth, that arises out of their use of the facility.

10. The club/organization or shareholder/member reserving the space is responsible for ensuring that the catering company and its employees abide by all rules and restrictions governing the use of the community facilities. Further, the club/organization or shareholder/member is responsible for supervising the caterer at all times during the use of the space.

11. If a copy of the noted insurance is not provided and/or on file in the Recreation Department, the reserving shareholder/member assumes full responsibility and liability for the caterer while the caterer is on GRF property.

12. Any club, organization and/or individual who reserves space in any GRF facility is responsible for ensuring that the above stated requirements are met.

Adopted: Aug 1988

Amended:

(Apr 15)

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**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****AMEND****Arts and Crafts Festival**

An annual Arts and Crafts Festival is authorized to be held in one of the clubhouses on a Friday and Saturday in November. The Festival shall be open from 9:00 am to 3:00 pm on Friday, and from 9:00 am to 2:00 pm on Saturday, with the understanding that booths are to remain open until closing time unless sold out or by permission of the Recreation Supervisor.

1. Operations of the Festival will be under the direction and administration of the Recreation Supervisor.
2. The Recreation Supervisor is authorized to publish detailed rules and regulations for the operation of the Festival. These rules and regulations shall include a formal "Seller's Statement" form. (See Policy 1482-50.)
3. All income from the Festival shall be treated as miscellaneous income of the Recreation Department and deposited in the account of the Golden Rain Foundation (GRF) upon receipt.
4. The Recreation Department will submit a report of the Festival activities to the Recreation Committee at the close of the Festival.

**Arts and Crafts Festival Regulations**

1. All items for sale at the Festival must have been made by the seller. Manufactured articles may not be sold.
2. Each seller must be a shareholder/member of the GRF.
3. Sign-ups and table selection shall be made on a first-come, first-serve basis at a scheduled meeting in Clubhouse Two (2) prior to opening day. The time and place of the sign-ups and table selection shall be published in the *Golden Rain News*. Table requests made after the sign-up day will be processed in the Recreation Office.

All payment must be made at the time of reservation.

4. Exchanging assigned tables between sellers will not be permitted without approval of the Recreation Supervisor.

(Apr 15)

Page 1 of 2



## COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## AMEND

5. The charge to sellers for tables will be determined by the Recreation Supervisor and approve by the Recreation Committee.
6. All sellers shall turn in the total amount of their sales, whether their product is taxable or non-taxable.
7. Sellers of taxable items shall be required to turn in their sales tax in the envelope provided for that purpose. **State law requires that this tax be paid.**
8. In order to avoid misunderstanding on the part of sellers, each individual or group who sells items at the Festival shall be requested to sign a statement whereby he or they agree to comply with the rules that apply to sellers. (See Policy 1482-50.)
9. The Recreation Supervisor shall be authorized to hire workers to perform necessary labor for the Festival.

**Policy**

Adopted: 16 May 72  
Amended: 08 Feb 83  
Amended: 19 Feb 85  
Amended: 19 May 87  
Amended: 17 Feb 06  
Amended:

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** RESCIND POLICIES  
**DATE:** APRIL 14, 2015  
**CC:** FILE

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The following policies have been reviewed by the Policy Rewrite Sub-committee and are either out dated or no longer applicable or have been rewritten into other existing policies:

1401.1-Bus Stops-Outside Buses,  
1402-Notice of Closing,  
1404-Sale of Alcoholic Beverages,  
1408-Tour Buses,  
1410-Eligible Organizations,  
1410.1-Use of Clubhouse Facilities by Outside Organizations,  
1411.1-Reservations Procedures,  
1411.2-Clubhouse Cleaning Standards,  
1411.6-Reservations by Outside Organizations,  
1412.1-Political Meetings,  
1413-Charges,  
1414-Specific Rules of Clubs or Organizations Using Clubhouses,  
1432-Liability Insurance-Caterers,  
1440-Hours,  
1460-Clubhouse Rules,  
1465-Saturday Dances,  
1481-Arts and Crafts Festival Regulations,

I move that the Board rescind Policies 1401.1-Bus Stops-Outside Buses, 1402-Notice of Closing, 1404-Sale of Alcoholic Beverages, 1408-Tour Buses, 1410-Eligible Organizations, 1410.1-Use of Clubhouse Facilities by Outside Organizations, 1411.1-Reservations Procedures, 1411.2-Clubhouse Cleaning Standards, 1411.6-Reservations by Outside Organizations, 1412.1-

Political Meetings, 1413-Charges, 1414-Specific Rules of Clubs or Organizations Using Clubhouses, 1432-Liability Insurance-Caterers, 1440-Hours, 1460-Clubhouse Rules, 1465-Saturday Dances, 1481-Arts and Crafts Festival Regulations.

**RESOLUTION/MOTION ACTION RECORD**

042815g.i.

Resolution Type: **Rescind Policies**Pertaining to: **1401.1, 1402, 1404, 1408, 1410, 1410.1, 1411.1, 1411.2, 1411.6, 1412.1, 1413, 1414, 1432, 1440, 1460, 1465, 1481**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## RESCIND

Bus Stops – Outside Buses

Prior to 1967, the Golden Rain Foundation entered into an agreement with the Southern California Rapid Transit District for the establishment of 16 bus stops within Leisure World. At the present time, these bus stops are being used by the shopper bus furnished jointly by the merchants of Rossmoor Shopping Center and the Golden Age Foundation.

The Foundation has installed concrete bus stop pads at each of these locations. All bus stops will be considered nearside unless otherwise indicated.

1. St. Andrews Drive at Church Place
2. St. Andrews Drive at Golden Rain Road
3. St. Andrews Drive south of Glenview Road
4. St. Andrews Drive at Interlachen Road
5. Interlachen Road at Twin Hills Drive
6. Interlachen Road at Del Monte Drive
7. Northwood Road near Shawnee Lane
8. Northwood Road at St. Andrews Drive
9. Northwood Road at Oak Hills Drive
10. El Dorado Drive at Nassau Drive

(Sept 92)



COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Bus Stops – Outside Buses

11. El Dorado Drive at Oakmont Road (Farside)
12. El Dorado Drive at Canoe Brook Drive (far side)
13. Golden Rain Road at El Dorado Drive (far side)
14. Golden Rain Road mid-block between El Dorado Drive & Thunderbird Drive
15. Golden Rain Road at St. Andrews Drive (Eastbound)
16. Golden Rain Road at Clubhouse One

Before entering Leisure World, the shopper bus will stop at the Main Gate for a security inspection.

## Policy

## GOLDEN RAIN FOUNDATION

Revised 10 Sep 67

Seal Beach, California

Published: 08 Apr 81

Amended: 15 Sep 92

Amended: 16 Mar 93

Rescinded:

(Sept 92)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Notice of Closing

Whenever it may become necessary, for other than emergency reasons, to close down or limit the use of any community facility, advance notice of one week is to be given to the Community Facilities Manager, who, in turn, will give proper notification to all concerned.

**Rules**

Approved: 16 Oct 67

Amended: 21 May 86

Rescinded:

**Executive Director****Golden Rain Foundation**

(May 86)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Sale of Alcoholic Beverages**

Existing State law prohibits the sale of alcoholic beverages except by persons licensed by the State Alcoholic Beverage Commission.

The sale of alcoholic beverages is prohibited in all community facilities in Seal Beach Leisure World.

Organizations and individuals violating this prohibition will be denied further use of any community facilities.

**Policy**

Adopted: 21 May 74

Rescinded:

(May 74)

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCINDED**Tour Buses

The Foundation has constructed and maintains a loading and unloading point for tour buses at the east side of the Amphitheater area.

1. All tour buses operated by residents or for resident groups shall load and unload at the Amphitheater facility and other designated areas. Arriving tour buses may unload at the bus pad on St. Andrews Drive near Jim's Gate. Non-residents should board at the pad on St. Andrews Drive near Jim's Gate. Non-residents' automobiles may not be parked in the Amphitheater parking lot.
2. All tour buses will enter and exit the community through the St. Andrews Gate during the hours that the gate is open.
3. Tour buses will be permitted entrance at the Main Gate only during the hours that the St. Andrews Gate is closed.
4. Tour buses shall arrive no earlier than thirty (30) minutes prior to departure.
5. The Recreation Office shall be called for the scheduling of all tour buses. The

(Mar 99)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCINDED**Tour Buses

Security Department will receive a copy of the schedule on a weekly basis and will enforce the policy.

6. Refreshments may not be served in the bus stop area. This area is for loading and unloading passengers only. Clubs may reserve a clubhouse room for this purpose.

## Policy

Adopted: 15 Jun 82

Amended: 15 May 90

Amended: 16 Mar 99

Rescinded:

## GOLDEN RAIN FOUNDATION

Seal Beach, California

(Mar 99)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Eligible Organizations**

The community facilities shall be maintained and preserved for the social, cultural and recreational benefit of all Foundation members. Policies of control shall be reasonable, and yet not allow for exploitation of members by individuals or groups.

Standard practices to be followed by clubs using Foundation facilities shall include the following:

1. The club shall have an acceptable purpose. A current annual application, with bylaws attached, shall be filed with the Recreation Supervisor.
2. The club shall specify a regularly scheduled meeting time and place.
3. There shall be an annual business meeting, including election of three officers, and financial accounting to members of all funds.
4. The Recreation Supervisor shall be kept informed of any change of officers, or change in purpose of the club.
5. Although members reserve the right to invite guests, no club may advertise or publicize its activities in outside publications so as to infer its events are open to nonresidents.
6. Caregivers can not belong to any club unless they are Foundation members.
7. Should a complaint be lodged from a member of a club relating to the financial reporting or condition of that club, a financial statement will be required for the use of the Recreation Supervisor in resolving the problem.

**Policy**

Adopted: 18 May 71

Amended: 21 Sep 71

Amended: 22 Apr 14

Rescinded:

(Apr 14)

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**



COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Use of Clubhouse Facilities by Outside Organizations

To provide for a fair distribution of limited clubhouse facilities, residents that belong to an organization outside of Leisure World are permitted to reserve a clubhouse facility once each year for an event by that organization.

Residents are responsible for the organization's activities and shall ensure that the organization follows all established policies relating to clubhouse use.

Residents must use their own funds for any required deposits.

In the event more than one resident belongs to the same outside organization, that organization is limited to one invitation a year.

**Policy****GOLDEN RAIN FOUNDATION**

Adopted: 21 Aug 84

Seal Beach, California

Amended: 21 Apr 87

Amended: 21 Sep 04

Amended: 19 Feb 08

Rescinded:

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Reservation Procedures

The Recreation Department will supply Community Facility Application forms for anyone desiring to make a reservation in a clubhouse or other recreational facility.

1. Foundation and Mutual boards and committees may make a reservation for regularly scheduled meetings without the completion of the standard form.
2. The club or organization desiring a reservation must designate a responsible person to arrange for the reservation and the setup required. Any communication between the Recreation Department and the club will be through the responsible person so designated.
3. Private parties must pay a \$200 deposit to use a clubhouse or the Clubhouse One Picnic Area. The deposit must be paid ten (10) days prior to the event as a good faith deposit against any damage to the facility or overtime charges. The deposit will be returned or refunded, less any fee for damages or overtime, within five working days after said fee for damages or overtime has been determined.
4. The facility must be signed for at the time the request is made.
5. A complete setup must be in the Recreation Office ten (10) days prior to a booked event or the event is automatically cancelled. The caterer's name must be on the application. If none, this should also be stated.

NOTE: Confirmation will not be provided to the resident until the above

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Reservation Procedures

requirements are met.

6. Organizations registered with the Recreation Department may make a clubhouse reservation for as many as three (3) meeting periods per week on a regular basis, subject to availability.
7. The limitation on private parties, contained in Item 6 of Policy 1411, Clubhouse Reservations, is intended to limit the use of the clubhouse facilities to functions directly related to residents of Seal Beach Leisure World. Functions honoring nonmembers, or relating to nonmembers, cannot be scheduled. Reservations and arrangements can only be made in person by a resident of Seal Beach Leisure World.
8. There are occasions during the year when the demand for rooms in the clubhouses exceeds the availability. To provide a fair and equitable method of assigning rooms when this occurs, the following procedures will be followed:

The Community Facilities Manager will hold a special drawing to decide the assignment of Rooms 1 through 9 in Clubhouse Three, and Section A and the Art and Ceramics rooms in Clubhouse Four. The first eleven individuals or organizations making a request for a room must be present at the drawing and will be notified, in writing, of the date, time and place of the drawing. Residents willing to accept a small room shall draw first.

9. Adult classes sponsored by the Foundation Recreation Committee and held in Leisure

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Reservation Procedures

World will be supervised by the Recreation Department and will be given the same status as a reservation for recognized clubs under Policy 1411. The use of a room or facility and its equipment by a regularly scheduled class, during the time scheduled, will be available only to regularly enrolled students in that class.

10. Individuals may not reserve any community facility on a regular basis.
11. All reserved activities in the clubhouses will be held between the hours of 7:30 a.m. and 10:30 p.m. Any event extending beyond these hours will be charged overtime at the current rate in accordance with the janitorial contract. In the event of overtime, a minimum of one hour will be charged. In order for arrangements to be made with the janitorial contractor to provide the appropriate number of staff, advance notice of possible overtime must be given by the resident at the time the reservation is made.

**Policy****GOLDEN RAIN FOUNDATION**

Adopted: 20 Nov 90

Seal Beach, California

Amended: 31 Jan 95

Amended: 19 Jun 96

Amended: 18 Feb 97

Amended: 16 Sep 03

Rescinded:

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Clubhouse Cleaning Standards

All clubs and associations using Seal Beach Leisure World kitchen facilities are to be held responsible for the cleaning of kitchens and kitchen equipment. All facilities and appliances are to be left clean and orderly.

1. Silverware is to be washed, dried, and returned to the custodian's room.
2. Dishes are to be removed from the dishwashers and placed neatly in the cupboards.
3. Refrigerators, stove tops, ovens, coffee urns, and dishwashers are to be left clean. The coffee urns are to be assembled in a unit following cleaning and drying.
4. Counter tops and table tops are to be thoroughly scrubbed and washed down.
5. Shelves from refrigerators and stoves which have been removed are to be replaced.
6. All areas of the Clubhouse One Picnic Area must be cleaned by the reserving resident, except for the BBQ, which will be cleaned by the custodian.

When an organization does not leave the kitchen facilities in a reasonably clean and sanitary condition, the clubhouse custodian will do the necessary cleaning and report time and cost

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Clubhouse Cleaning Standards

involved to the Recreation Department Office, and the organization having last used the facilities will be charged. Any such charge must be paid before the organization can make any further reservations for future use of any community facility.

The Community Facilities Manager is authorized to refuse the facilities of the clubhouses to any group or organization which does not comply with the cleaning standards. This authority includes the right to decide which organization has violated the regulation. The reports made by the clubhouse custodian may be used as evidence in this determination.

**Procedure****Executive Director**

Approved: 14 Mar 68

**Golden Rain Foundation**

Revised: 19 Mar 84

Revised: 18 Feb 88

Rescinded:

(Apr 15)



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCINDED****Reservations by Outside Organizations**

The Executive Director, with the Recreation Committee's approval, is authorized to permit outside organizations and persons to use the clubhouse facilities when, in his or her opinion, a service will be performed which will be of benefit to the Foundation members.

This policy is interpreted to include, but not be restricted to, the following:

1. Elected Officials
2. Utility company representatives
3. Department of Motor Vehicles
4. Special events (such as carolers)

The Executive Director is authorized to approve the following without the Recreation Committee's prior approval:

1. Registrar of Voters
2. Voting polls

**Policy**

Adopted: 21 Aug 84

Amended: 22 Apr 14

Rescinded:

(Apr 15)

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Political Meetings**

1. Any recognized political club of the Golden Rain Foundation may obtain reservations for the Amphitheater and stage when they desire to bring a well-known personality to Leisure World.
2. The reservation will be made through the Recreation Department as required in Policy 1412.
3. The club sponsoring the meeting will be required to meet the following special conditions:
  - a. Accept full financial responsibility for any facilities provided at the request of the news media or the political organization involved.
  - b. Accept the responsibility of notifying any concerned individuals that guests other than the official party can be admitted only by individual invitation extended by a member of the Foundation.
  - c. Accept the responsibility for giving written notice to staff members where their participation or assistance is requested.
  - d. Hire any staff needed to ensure the fire-permit rules and regulations are enforced. These include capacity limits (2,500) and ensuring no one sits or stands in the aisles.
4. The Security Chief is responsible for making the necessary contacts with the Seal Beach Police Department and security personnel accompanying the official party.

**Policy**

Adopted: 16 May 72

Amended: 22 Apr 14

Rescinded:

**GOLDEN RAIN FOUNDATION****Seal Beach, California**

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Charges

1. Charges will be assessed for clubs and/or private parties using clubhouse facilities when the scheduled or actual use extends beyond the official hours as set forth in Policy 1440, or when additional help is required. The rate to be used is the lowest established billing rate currently in effect as determined and published by the Accounting Office.
2. Parties requesting the use of meeting rooms will be required to pay all charges for damages, repairs or unusual cleaning costs.

## Policy

Adopted: 18 May 71

Amended: 20 Jul 71

Rescinded:

GOLDEN RAIN FOUNDATION

Seal Beach, California

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Specific Rules of Clubs or Organizations Using Clubhouses

Any club or organization reserving space in the community facilities of the Foundation is authorized to enforce any special rule or regulation they desire as long as such rule or regulation does not conflict with the established rules and regulations of the Foundation.

Neither the Foundation nor staff employed by the Foundation may become involved with enforcement of these special rules or regulations.

Policy

GOLDEN RAIN FOUNDATION

Adopted: 16 Jun 81

Seal Beach, California

Rescinded:

(Apr 15)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Liability Insurance – Caterers**

It is the policy of the Golden Rain Foundation that any catering firm using space in any recreational facility of the Foundation shall be adequately insured for public liability and property damage. A policy containing at least one million dollars (\$1,000,000) insurance covering General Liability, Automobile Liability, Workers' Compensation and Employers' Liability is required.

To limit any potential liability of the Foundation, these standards must be adhered to:

1. Shareholders and Foundation Members shall notify the Recreation Department when a caterer will be used within any of the Foundation's clubhouses or recreation facilities.
2. A copy of the caterer's insurance policy must be on file in the Recreation Department.
  - a. The endorsement to the liability policy must show the Golden Rain Foundation and Mutuels Nos. 1-12 and 14-17 as additional insureds.
3. A signed copy of the contract between the catering company and the club, organization or individual must be on file in the Recreation Department ten (10) days prior to the event.
  - a. The contract shall state that the Golden Rain Foundation and Mutuels will not be held responsible for any and all claims, demands, causes of actions, lawsuits, or other disputes or enforcement actions that arise under the agreement with the caterer.
4. Caterers are not permitted to bring any family member, friends or other guests onto Foundation property while performing their contractual duties unless they are of working age and have been hired by the caterer for the event. All child labor laws will be adhered to.

(Apr 15)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Liability Insurance – Caterers**

5. Any club, organization and/or individual who reserves space in any Foundation facility is responsible for ensuring that the above-stated requirements are met.
6. The club/organization and caterer are required keep the premises clean and in good condition at all times during the use of the facility, and are responsible for any damage to the premises. The club/organization and caterer are responsible to leave the premises in the condition they were in prior to the event, excepting reasonable wear and tear.
7. The club, organization or member reserving the facility space agrees to indemnify, defend and hold harmless the Foundation and its officers, directors and employees from any and all claims, demands, causes of actions, lawsuits and so forth, that arises out of their use of the facility.
8. The club/organization reserving the space is responsible for ensuring that the catering company and its employees abide by all rules and restrictions governing the use of the community facilities. Further, the club/organization is responsible for supervising the caterer at all times during the use of the space.
9. Shareholders, family and/or friends of a club/organization who are compensated over and beyond the actual cost of the food prepared and served, shall be deemed caterers and subject to the conditions stipulated in this policy.
10. The term caterers, and the stipulations above, shall apply to any vendor/contractor who provides for a fee a service to the club/organization in one of the Foundation's community facilities.
11. If a copy of the noted insurance is not provided and/or on file in the Recreation Department, the reserving shareholder/member assumes full responsibility and liability for the caterer while the caterer is on Foundation property.

(Apr 15)



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Liability Insurance – Caterers****Policy**

Adopted: 17 Jul 79

Effective: 01 Sep 79

Amended: 21 Aug 79

Amended: 12 Jun 91

Amended: 21 Sep 99

Amended: 22 Jul 14

Rescinded:

**GOLDEN RAIN FOUNDATION****Seal Beach, California**

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Hours

1. The clubhouses will be open for the use of residents of Seal Beach Leisure World and guests accompanying them from 7:30 a.m. to 10:30 p.m.
2. Starters for the golf course will be on duty at 7:30 a.m. Starters' quitting time will be determined administratively. When starters are not on duty, the golf office will be closed. Golf starters will not be on duty Christmas Day and New Year's Day.

The golf course and appurtenant area and facilities will be limited to residents of Seal Beach Leisure World. Health care providers are not permitted to use the golf course.

3. The hours of operation of the exercise room, swimming pool, hot pool, and appurtenant area and facilities shall be determined administratively. These facilities are for use by residents of Seal Beach Leisure World only. The swimming pool, hot pool and exercise room will be closed Thanksgiving Day, Christmas Day and New Year's Day.
4. The Amphitheater and stage will be available for use by recognized clubs and associations by reservation only.
5. Clubhouses One, Two, Four, Five, and Six will be closed Christmas Day and New Year's Day. Clubhouses One, Two and Four will be available for use at the discretion of the Community Facilities Manager (CFM).

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Hours

6. Clubhouses One, Two, Five, and Six will be closed Thanksgiving Day. Clubhouses One and Two will be available for use at the discretion of the Community Facilities Manager.
7. Any permanent operational time change will be reported to the Recreation Committee by staff.

Policy**GOLDEN RAIN FOUNDATION**

Adopted: 05-18-71

Seal Beach, California

Amended: 12-14-71, 06-19-73, 12-18-73  
 09-14-74, 09-18-74, 08-19-80,  
 08-16-80, 08-16-83, 10-18-83,  
 12-15-87, 01-31-95, 04-15-97,  
 05-20-97, 01-20-98, 11-19-02,  
 11-19-02, 02-17-04, 04-21-09

Rescinded:

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Clubhouse Rules

The following rules are to be posted in all clubhouses for the information and guidance of all concerned:

1. Clubhouse hours shall be 7:00 a.m. until 10:00 p.m. daily, with the exception of the Clubhouse Six Exercise Room which is open from 6:00 a.m. until 8:00 p.m.
2. Clubhouse lobbies shall be available for shareholder use and reservation, and furniture may only be moved and repositioned to original configuration by Recreation staff when instructed for special events.
3. Dining and kitchen facilities shall be cleaned by the reserving member after being used. Refer to policy 1411.2, Clubhouse Cleaning Standards, for cleaning procedures.
  - a. The Clubhouse One Picnic Area shall be cleaned by the reserving member after being used, except for the BBQ, which shall be cleaned by the custodian after it has cooled down.
4. The regulation of the thermostats shall only be controlled by the custodian on duty with adjustment permitted by request of member.
5. Malfunctioning and/or damaged equipment shall be reported to the custodian or the Recreation Department.
6. Items shall not be hung on draperies or partitions at any time.
7. Items shall not be stored behind the stage drapes in Clubhouse Four, or in any hazardous area of any clubhouse.
8. Only masking tape shall be used to attach items to the walls – no other type of adhesive is authorized. Push pins or tacks may be used to attach items to the soundproofing panels.
9. For health and safety, hand sanitizers will be available in each clubhouse close to entry/exit doors or where appropriate.

(Apr 15)

**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Clubhouse Rules**

10. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed 80 decibels and will be monitored by staff on duty.
11. Members' guests are only permitted to use certain facilities when accompanied by a member. Members are responsible for the continual supervision of their guests. Caregivers are not considered guests. (see Policy 1406, Limitations)
12. Children under the age of 18 years shall remain under the constant supervision of a member.
13. All smoking of any kind is prohibited in the clubhouses, in common outdoor areas and public patio areas (See Policy 1412.2, Smoking).
14. Only licensed service animals are permitted in clubhouses.
15. The use of motorized vehicles and scooters or power-driven mobility devices inside the clubhouses shall be limited to those persons with disabilities who have obtained a security-authorized handicap decal from the Security Department and affixed it to the vehicle. At all times within a clubhouse, the vehicle shall be operated at the lowest possible speed.
16. The table tennis area and pool/billiards rooms and equipment therein are for the use of members in good standing and their guests who are at least 18 years of age. Members must be present at all times when guests are using these facilities. The table tennis area may only be used during authorized table tennis hours. (See Policy 1406, Limitations)
17. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the Security Department.
18. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving member.
19. Additional charges for custodial or staff time shall be assessed to the reserving

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Clubhouse Rules

member if the event extends beyond the prearranged and scheduled hours.

20. Members shall notify the Recreation Department when a caterer will be used in a clubhouse. (See Policy 1432, Caterers)
21. Candles shall be permitted in community facilities without carpeting if:
  - a. Birthday candles are placed on birthday cakes (or similar candles on other types of cakes).
  - b. Candles are placed in glass containers, such as hurricane lamps, which are proportionate to the size of the candles.
  - c. Candles are floating in water in glass containers.

**POLICY**

Adopted:	17 Mar 92
Amended:	31 Jan 95
Amended:	17 Mar 98
Amended:	19 Mar 02
Amended:	20 Aug 02
Amended:	16 Sep 03
Amended:	19 Apr 05
Amended:	15 Apr 08
Amended:	25 Mar 14
Rescinded:	

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Apr 15)



**COMMUNITY OPERATIONS****USE OF COMMUNITY FACILITIES****RESCIND****Saturday Dances**

The Recreation Department will furnish live bands for dances on the following basis:

1. Each Saturday at Clubhouse One except Christmas Day and New Year's Day when the clubhouses are closed. (See Policy 1440)
2. One band for: Clubhouse Four (St. Andrews), and a square dance caller and a round dance cuer for Clubhouse Two (El Dorado) on New Year's Eve.

Music for dances during the Amphitheater season will be a responsibility of the Recreation Department.

3. Foundation members are able to invite guests as long as the number of guests does not comprise a majority of the attendees.
4. A person who provides live-in, long-term, or hospice care to a Foundation member is classified as a caregiver. Access to any Foundation community function or amenity is solely limited to that of attendant to the Foundation member for whom service is being rendered.

**Policy**

Adopted: 18 May 71

Amended: 20 Mar 73

Amended: 17 Jul 74

Amended: 18 May 76

Amended: 19 Jan 82

Amended: 20 Oct 92

Amended: 19 Apr 94

Amended: 17 Oct 00

Amended: 15 Apr 08

Amended: 22 Apr 14

**GOLDEN RAIN FOUNDATION**

**Seal Beach, California**

(Apr 14)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Arts and Crafts Festival Regulations

The following rules and regulations for operation of the Leisure World Arts and Crafts Festival were recommended by the Festival Committee following the 1970 Festival and revised as needed in subsequent meetings.

1. Sale Items. All items for sale at the Festival must have been made by the seller. Manufactured articles may not be sold.
2. Registrants. Each seller must be a member of the Golden Rain Foundation and live in Seal Beach Leisure World.
3. Selection of Tables. Sign-ups and table selection shall be made on a first-come, first-serve basis at a scheduled meeting in Clubhouse Two prior to opening day. The time and place of the sign-ups and table selection shall be published in the *Golden Rain News*. Table requests made after the sign-up day will be processed in the Recreation Office.

Payment will be made at the time of drawing to a representative of the Accounting Department.

4. Charge to Seller. The charge to sellers for tables will be \$10 for full tables and \$5 for half tables.

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

**RESCIND**Arts and Crafts Festival Regulations

5. Exchange of Tables. Exchanging assigned tables between sellers will not be permitted without approval of the Recreation Supervisor.
6. Sellers' Reports. All sellers shall turn in the total amount of their sales, whether their product is taxable or non-taxable.
7. Sales Tax. Sellers of taxable items shall be required to turn in their sales tax in the envelope provided for that purpose. State law requires that this tax be paid.
8. Sellers' Statement. In order to avoid misunderstanding on the part of sellers, each individual or group who sells items at the Festival shall be requested to sign a statement whereby he or they agree to comply with the rules that apply to sellers (See Seller's Form No. 1482).
9. The Festival shall be under the direction of the Recreation Department.
10. Length of Festival. Festival duration shall be for one and one-half days on a Friday and Saturday as designated by the Recreation Department.
11. Hours. The Festival shall be open from 9:00 a.m. to 3:00 p.m. on Friday, and from 9:00 a.m. to 2:00 p.m. on Saturday, with the understanding that booths are to remain open until closing time unless sold out or by permission of the Recreation Supervisor.

(Apr 15)

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## RESCIND

Arts and Crafts Festival Regulations

12. Employment of Labor. The Recreation Supervisor shall be authorized to hire workers to perform necessary labor for the Festival.

## Regulation

## Executive Director

Approved: 16 May 72

Golden Rain Foundation

Amended: 09 Nov 76

Amended: 11 Oct 77

Amended: 16 Dec 80

Amended: 02 Sep 81

Amended: 28 Jun 82

Amended: 27 Feb 84

Amended: 19 Feb 85

Amended: 19 May 87

Amended: 07 Mar 90

Amended: 06 Nov 95

Amended: 03 Apr 04

Amended: 06 Dec 05

Rescinded:

(Apr 15)



Golden Rain Foundation

Leisure World, Seal Beach

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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** FARMERS MARKET  
**DATE:** APRIL 15, 2015  
**CC:** FILE

---

At the regular scheduled meeting of the Recreation Committee on April 13, 2015, the Committee reviewed the following from the Executive Director:

The City has offered the following as a reasonable solution for the Farmers Market:

*"...We agree that the best option may be to have Golden Rain complete the Business License application. In addition to the B/L of \$216 we agree that a \$50 per stall fee would be appropriate. The fees would be annual so if it did not work out, then no renewal would be required the following year. Also, just to confirm, the County of Orange Health Department would require separate permits. Please let us know your thoughts, thank you. Victoria L. Beatley, Director of Finance/City Treasurer..."*

Per this statement, GRF could pull the required Business License (GRF of Seal Beach Saturday Farmers Market) and pay for 15-20 stalls (20 stalls recommended). Estimated costs are \$1,016 - \$1,216. Proposed funding would be through GL6481500-40 Community Entertainment.

Enriched Farms is still interested in providing the \*Farmers Market (note: 5 other providers were contacted) providing GRF secures the required city business license (Enriched Farms will be responsible for all Health, Police and Fire Department permits and approvals). Currently they have openings for Sundays (recommended time period 10am to 2pm). The location will be the parking lot of the Administration/Medical Center buildings (Exhibit A). In

addition, Enriched Farms offers a well-rounded array of Food Trucks for possible Food Truck events.

Upon committee review and discussion, it was duly moved and approved to recommend to the Board approval of a one (1) year agreement with Enriched Farm to provide a "Farmers Market" for the Shareholders/Members of the community. Further, the committee recommends Board approval to initiate the securing of the required City Business License and stall fees in an amount not to exceed \$1,300.

At the regular scheduled meeting of the Finance Committee on April 21, 2015, the committee duly moved and approved the non-budgeted expenditure for the required business license and stall fees.

*\*Note: For the purpose of this document, Farmers Market is defined as: a **market** or group of stalls and booths where **farmers** and other vendors sell their products directly to consumers.*

**Attachments:**

Exhibit A – Proposed location of the Farmers Market

Exhibit B- Representative list of vendors for the Farmers Market

Exhibit C – Representative list of Food Trucks

I move to approve a contact between Enriched Farms and the Foundation for the sole purpose of the providing of Farmers Market and Food Truck events with vendors allowed to sell the wares and services upon Trust Property and authorize the President to sign the applicable agreements. I further move to approve the securing of the required City of Seal Beach Business License and associated stall fees, on behalf of the foundation in an amount not to exceed \$1,300.00, for the purpose of Farmers Market and Food Truck events.

**RESOLUTION/MOTION ACTION RECORD**

042815g.iii.

Resolution Type: **Approve Funds**Pertaining to: **City of Seal Beach Business License for Farmers' Market**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)



## Agreement for Use The Golden Rain Foundation Certified Farmers' Market

### PROPERTY USER INFORMATION:

**Organizer Name:** Enriched Farms Inc.

**Property Owner:** The Golden Rain Foundation of Seal Beach, CA

**Organizer Address:** 3836 Via Dolce, Marina del Rey, CA 90292

**Day Phone:** (818) 699-6204

**Email:** [enrichedfarms@gmail.com](mailto:enrichedfarms@gmail.com)

**Responsible Party:** Jason Davis, Marie Davis, and Joseph Toledo

**Market Name:** The Golden Rain Foundation Farmers' Market

**Market Opening Date:** Sunday May 24<sup>th</sup> 2015

**Market Hours:** 9am. – 2pm.

Enriched Farms Inc. (hereinafter called "Organizer") to occupy and use the property (hereinafter called "premises") within the Golden Rain Foundation Trust property, as depicted in Exhibit A, subject to the terms and conditions contained in this agreement.

1. **USE:** The premises shall be used for a weekly community Farmers' Market that will consist of approximately 25 vendors or more and will set up tents, tables, chairs, four (4) portable trash cans, and any other equipment related to operating a farmers' market and not for any other purpose without the prior written consent of the Golden Rain Foundation (GRF). The Farmers' Market will feature primarily local, sustainable fruits and vegetables along with prepackaged and prepared foods. Sale of craft items is not permitted.
2. **TERM:** Organizer may use the premises pursuant to this agreement every Sunday, from 6:45 am to 3:30 pm, for one full year, at no charge to the organizer except for the operating health permit from the Orange County Health Department and the Orange County Department of Agriculture, commencing June 1, 2015 and terminating on May 31, 2016. GRF has agreed to furnish the necessary operational licenses of the Farmers' Market and up to 20 vendor's stall business licenses per stall fee of \$50.00, from the City of Seal Beach.
3. **CLIENT COOPERATION:** The Golden Rain Foundation agrees that Enriched Farms Inc. are the sole market operators of "The Golden Rain Farmers' Market" while under this Agreement and are prohibited in engaging another Market Operator company in operating "The Golden Rain Foundation Farmers' Market."

4. **GUARANTEED FARMERS' MARKET DAY:** Organizer has the right to cancel the Farmers Market with a minimum of fourteen days written notice. Such notice shall stipulate the reason.
5. **PROTECTION OF PREMISES:** Organizer shall require all prepared food vendors to provide their own tarp set-up for flooring to ensure that grease or food droppings while cooking or preparing meals do not damage concrete or asphalt.
6. **INSURANCE:** Farmers' Market organizer shall procure and maintain at its expense and keep in force at all times during the term of this permit commercial general liability insurance, including contractual liability, and property damage insurance written by an insurance company authorized to do business in the State of California, or approved by the California Department of Insurance as a surplus lines insurer eligible to do business in California, rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if a Best's Rating is not available) with the Farmers' Market Organizer normal limits of liability, but not less than Two Million Dollars (\$2,000,000) for injury or death to one person and One Million Dollars (\$1,000,000) for injury or death to more than one person arising out of each accident or occurrence and One Million Dollars (\$1,000,000) for property damage for each accident or occurrence. Said limits shall provide first dollar coverage and the insurance provided shall provide that any other insurance maintained by the Golden Rain Foundation shall excess of Organizer's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Organizer is required and shall include as additional insured **The Golden Rain Foundation Seal Beach Mutuals 1- 17** and its officers, agents and employees.
7. **SANITATION:** Organizer shall at all times maintain the premises in a safe, sanitary condition under all applicable laws and regulations and to the satisfaction of the property owner. No offensive or refuse matter, or any substance constituting any unnecessary, unreasonable or unlawful fire hazard, or material detrimental to the public health, shall be permitted by the Organizer to be or remain and the Organizer shall prevent any such material or matter from being or accumulating upon said premises.
8. **SAFETY:** Organizer agrees to provide and ensure that all market vendors will carry the following safety equipment to the market: (4) 20 lbs. bags filled with sand or cement and ties, bungee cords, or zip ties for tents, first aid kit, and fire retardant tent that meets Fire Dept. standards. All vendors must be in compliance with the Orange County Health Department and Environmental Services.

9. **LEGAL EXPENSES:** In the event of any action or proceeding brought by either party against the other this Agreement, the prevailing party shall be entitled to recover all costs and expenses including attorneys' fees in such action or proceeding in such amount as the court may adjudge reasonable. The prevailing party shall be determined by the court based upon an assessment of which party's major arguments made or positions taken in proceedings could fairly be said to have prevailed over the other party's major arguments or positions on major disputed issues in the court's decision. If the party, which shall have commenced or instituted the action, suit or proceeding, shall dismiss or discontinue it without the concurrence of the other party, such other party shall be deemed the prevailing party.
10. **Governing Law and Venue.** This Agreement is to be constructed in accordance with and governed by the laws of the State of California, excluding its choice of laws rules. The parties acknowledge and agree that this Agreement is made and entered into Orange County, California and further consent and agree that all disputes or controversies arising out of or relating to this Agreement will be litigated in the court of the State of California having competent jurisdiction and within Orange County.
11. **INDEMNIFICATION:** Organizer and its third party vendors shall indemnify and hold Property Owner, all members of any limited liability company constituting **The Golden Rain Foundation Seal Beach Mutuels 1- 17** and their respective officers, members, directors, shareholders, agents and employees (each a "Related Party," collectively, the "Related Parties") harmless from any and all claims, demands, causes of action, judgments, liabilities, losses, costs, expenses, (including attorneys' fees and court costs), liens, charges and encumbrances of any kind whatsoever in connection with, arising out of or by reason of the use of the property by Organizer, its customers of business invitees; or in connection with, arising out of or by reason of any act, omission or negligence of Organizer, its directors, officers, employees, agents, contractors, **The Golden Rain Foundation Seal Beach Mutuels 1- 17** and Organizer or business invitees while in, upon, about or in any way connected with the Property. **The Golden Rain Foundation Seal Beach Mutuels 1- 17** shall obtain the discharge and release of any lien, charge or encumbrance filed of record, within fifteen (15) days after the filing of same, unless **The Golden Rain Foundation Seal Beach Mutuels 1- 17** elects to contest such lien, charge or encumbrance, in which event **The Golden Rain Foundation Seal Beach Mutuels 1- 17** shall provide such security, bond or other protection as **The Golden Rain Foundation Seal Beach Mutuels 1- 17** shall require in its sole and absolute discretion. Notwithstanding the foregoing, Market Operators shall not be required to defend, save harmless or indemnify

**The Golden Rain Foundation Seal Beach Mutuals 1- 17** from any liability for injury, loss, accident or damage to any person or property directly resulting from Organizer gross negligence or willful misconduct. Market Operators indemnity is not intended to nor shall it relieve any insurance carrier of its obligations under policies required to be carried by Market Operators pursuant to the provisions of this Agreement to the extent that such policies cover the results of negligent acts or omissions of Property Owner, its officers, agents, contractors or employees, or the failure of **The Golden Rain Foundation Seal Beach Mutuals 1- 17** to perform any of its obligations under this Agreement.

PREPARED BY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By: Jason Davis

Title: President of Enriched Farms Inc.

THE GOLDEN RAIN FOUNDATION SEAL BEACH MUTUALS 1- 17  
ACKNOWLEDGES THIS AGREEMENT AND ALL TERMS AND  
CONDITIONS THEREOF:

Signature: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Ronde Winkler, President)



Exhibit A

Area Selected for the Farmer Market





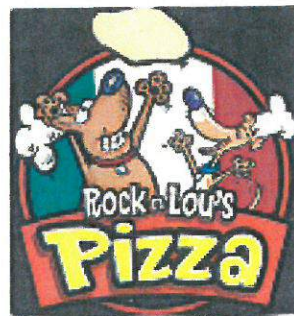
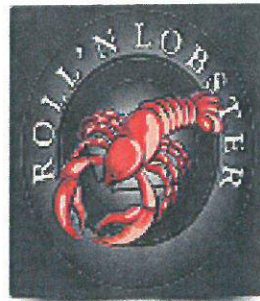
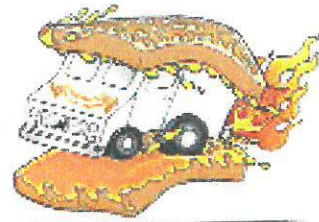
## Exhibit B

### A List of proposed vendors for the Golden Rain Market:

- Ah Nuts – Roasted Candied nuts
- The Breadman - Baked Goods
- Brothers Hummus & Mediterranean Gourmet Spreads
- Commonwealth Foods - English meat pies
- Cristale Farms – Organic Strawberries and Blueberries
- Fresh And Natural Seafood
- Green Blossom – Asian farm with Asian vegetables
- Knight Owl Coffee – Ground coffee
- Maria's Kettle Korn
- Moises Farms – Fruits And Vegetables
- Monachelli Cakes - Italian rum cakes and Sugar-free cakes
- Natural Combo – Vegan spreads
- NuovoTerra Products – Vinaigrettes, Authentic Chimichurri , Virgin Olive Oil
- Sunny Cal Farms – Certified Organic
- Tae Farms – Asian Fruits and Vegetables
- The Tamale Guy – Tamales ready to eat and serve also sells them frozen
- Yang Family Farms
- YNT Farms

This list is only a fraction of what we could bring to the market also not all of the vendors on this list agreed to participate in the market because we haven't told them about the market until your board has approved the market.

## Food Trucks



Sista Soul Food







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## BOARD ACTION REQUEST

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**TO:** BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** PROCEDURE, DIGITAL PHOTOGRAPH  
**DATE:** APRIL 9, 2015  
**CC:** FILE

---

At the regular scheduled meeting of the Security, Bus and Traffic Committee on April 8, 2015, the Committee duly moved and approved to recommend to the Board approval of the Digital Photograph Procedure (Exhibit A).

The procedure has been reviewed and vetted by corporate counsel (Exhibit B), and is intended to protect GRF from potential and future litigation.

I move to approve the Digital Photograph Procedure, as written.

**RESOLUTION/MOTION ACTION RECORD**

042815h.i.

Resolution Type: **Approve Procedure**Pertaining to: **Digital Photographs**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

# Exhibit A

## GOLDEN RAIN OPERATIONS

## SECURITY DEPARTMENT

## DRAFT

### DIGITAL PHOTOGRAPH PROCEDURE

#### PURPOSE AND SCOPE

This policy is to establish department guidelines for the processing, distribution and storage of images (photos and recordings) taken and stored in digital format. All Incident Reports documenting events of which occur on Trust and Mutual property that are accompanied by photographs or digital recordings supplementing the report are subject to this policy. All Incident Reports and photographs or digital recordings are primarily created for the purpose of documenting incidents that may become the subject of interest or action on the part of the Golden Rain Foundation (**Foundation**), its corporate counsel and/or insurance carriers, or law enforcement.

#### APPLICATION

A department issued digital camera **may** be used for investigations where documentation by photograph and/or digital recordings is appropriate, as determined by department staff and/or the Executive Director, in their discretion. Photographs and/or digital recordings will only be taken from locations where there is no reasonable expectation of privacy. Photographs and/or digital recordings of exclusive use common areas (e.g., patios, balconies, or interior areas of residences) may be taken as part of an official inspection after written notice to the **Shareholder** or if written consent has been received from the **Shareholder**.

All photos and/or digital recordings taken, even those of poor quality, should be retained to maintain the integrity of the incident file. Additional photo(s) and/or digital recordings

should be taken to obtain the best representation of the scene or object. Employees should attempt to avoid taking photographs and/or digital recordings of an injured person that would reveal the person's identity (ie: facial features, identifiable tattoos, identifiable clothing).

The employee will remand custody of the digital camera to the on- duty watch commander or to a designee after completing their shift for downloading purposes.

### **VIEWING OR PRINTING IMAGES**

Access for viewing or printing digital images from the database shall be limited to authorized personnel, including the Security Chief, Deputy Chief, Watch Commanders, and Executive Director. When attempting to obtain the best possible printed reproduction of the image, the on-duty watch commander or designee may enhance the photo for clarity and brightness only. Any adjustments used to create a suitable print will not be saved.

### **DIGITAL IMAGES STORAGE**

The on-duty watch commander or designee shall be responsible for collecting and downloading the digital images to a specified secure directory to the Foundations network server. The downloaded images shall be saved to a sub-directory (folder) under the corresponding Mutual or Trust property address. The images shall not be modified from their original format during archiving. The stored images will be electronically transmitted by the on-duty watch commander or Executive Director to the **Foundation's** legal counsel, upon request, or to the Foundation's insurance carrier or law enforcement, upon receipt of written authorization to do so by the **Foundation's** legal counsel.

## **PURGING DIGITAL IMAGES**

Digital images shall be maintained on the **Foundation's** network server for no less than five (5) years from the date of their creation. Thereafter, purging the digital images from the **Foundation's** network server will only occur after confirmation has been received from the **Foundation's** legal counsel that the images may be purged. Purging of the digital images will be at the discretion of the **Foundation's** legal counsel.

# Exhibit B

**Randy L. Ankeny**

---

**From:** Jeff Beaumont <jbeaumont@bgtlawyers.com>  
**Sent:** Monday, March 23, 2015 12:59 PM  
**To:** Randy L. Ankeny  
**Cc:** GRF Board  
**Subject:** RE: Randy Ankeny - Request for Procedure Review  
**Attachments:** DIGITAL PHOTOGRAPH PROCEDURE Feb 2015 (2).doc

Randy

I hope this finds you well. I've reviewed the draft procedure and made suggested revisions in redline format. The procedure should be designed to provide guidelines on the taking and handling of digital photographs, but at the same time allow staff the discretion necessary to take photographs to properly document incidents. I recommend that staff be trained on the taking of photographs to ensure compliance with this procedure and to minimize risk of liability claims arising from the taking of photographs, such as invasion of privacy claims. Please review the attached with the Board and/or committee and let me know if you need any further information or guidance. Take good care.

Very truly yours,  
Jeffrey A. Beaumont, Esq.



866.788.9998 (toll free)

[jbeaumont@bgtlawyers.com](mailto:jbeaumont@bgtlawyers.com) (email)

[www.bgtlawyers.com](http://www.bgtlawyers.com) (website)

Los Angeles Central Coast Central California Inland Empire Orange County



\*\*\*\*\*  
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\*\*\*\*\*

Please consider the environment before printing this email

**From:** Randy L. Ankeny [mailto:randya@lwsb.com]  
**Sent:** Thursday, March 12, 2015 8:39 AM  
**To:** Jeff Beaumont  
**Cc:** GRF Board  
**Subject:** Randy Ankeny - Request for Procedure Review

Jeff,

In accordance with GRF Policy 5511, the following for your review and consideration.

At the regular scheduled meeting of the GRF Security Bus and Traffic Committee on March 11, 2015, the committee duly moved and approved the attached procedure for processing and handling of



digital images/recordings taken in the course of departmental operations dependent upon your review.

If you have any questions please do not hesitate to contact me.

**Randy L. Ankeny**

Executive Director

*for the* Golden Rain Foundation

P.O. Box 2069

Seal Beach, CA 90740

Tel: (562) 431-6586, ext. 312

Fax: (562) 598-2009

Email: [randya@lwsb.com](mailto:randya@lwsb.com)

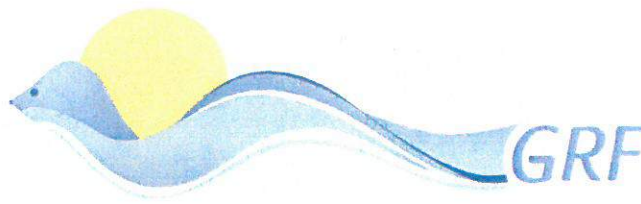
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**BOARD ACTION REQUEST**

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**TO:** BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** 2015 CAPITAL PURCHASE, BUS DIGITAL VIDEO CAMERA SYSTEMS  
**DATE:** APRIL 9, 2015  
**CC:** FILE

---

At the regular scheduled meeting of the Security, Bus and Traffic Committee on April 8, 2015, the Committee duly moved and approved to recommend to the Board approval of the purchase of digital video camera systems (VCS) for the Foundations bus fleet. Such VCS systems have proven to be a benefit in safety and risk, many transit authorities and operators have noted enhanced security and a benefit from a visual system for quick evaluation of incidents and appropriate response with the use of these systems.

Four (4) different vendor who specialize in transit systems were contacted, it was of the considered opinion of Grant Winford, Fleet Manager, to accept the proposal from Upland Sound Shop in the amount of \$16,086.40 (Exhibit A).

Vendor	Proposal
Upland Sound	\$16,086.40
Pro-Vision	\$20,650.00
Seon Safe Fleet	\$22,475.00
TSI Transit Solutions	\$38,311.00

Note: The scope of the project was increased to provide three (3) cameras within each bus to provide full coverage of the interior, exits and drivers view. The committee respectfully requested additional Capital funds in the amount of \$4,086.40 from the Finance Committee.

.At the regular scheduled meeting of the Finance Committee on April 21, 2015, the committee duly move to approve the additional capital funding in the amount of \$4,086.40.

I move to approve the purchase of in bus digital video systems in the amount of \$16,086.40 from Upland Sound shop per their estimate of March 27, 2015, and authorize the Executive Director to initiate the purchase and installation.

**RESOLUTION/MOTION ACTION RECORD**

042815h.ii.

Resolution Type: **Approve Capital Purchase**Pertaining to: **Digital Video Bus Cameras**Duly adopted at a meeting of the Board of Directors held: **04/28/15**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

<b>VOTE:</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Larry Blake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mario Michaelides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director John DeMarco	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Lou Krieger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Denis Craig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Ron Kravitz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: \_\_\_\_\_ ( Secretary) \_\_\_\_\_ (Date)

# Upland Sound Shop



Upland Sound Shop  
P.O.Box 1562  
Upland, CA 91785

(909)721-7309  
Jeff@UplandSoundShop.com

## Estimate

Date	Estimate #
03/27/2015	1181
	Exp. Date

Address

Leisure World Seal Beach  
13533 Seal Beach Blvd

Service	Description	Quantity	Rate	Amount
G4-304SD	• 4 channel dvr	10	550.00	5,500.00T
G4-SD32GB	• 32 GB SD card	10	95.00	950.00T
G4-DRVALERT	• Driver Alert Button	10	45.00	450.00T
G4-Series-GPS-Kit	• GPS Ant	10	80.00	800.00T
CAMICAS370-2.8D	• camera	20	160.00	3,200.00T
NGREY				
CAMICAS370-4.2D	• camera	10	160.00	1,600.00T
NGREY				
G4SDDLK	• 300 series download kit	1	80.00	80.00T
Labor	• install Gatekeeper 304SD	10	250.00	2,500.00
	3 cameras			
	1 facing forward 2 inside			
	gps ant			
	driver alert			

Estimate is good for 90 days from estimate date

SubTotal	\$15,080.00
Tax (8%)	\$1,006.40
Total	\$16,086.40

Accepted By

Accepted Date

Upland Sound Shop

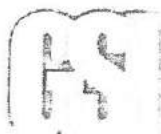
Jeff@UplandSoundShop.com

(909)721-7309



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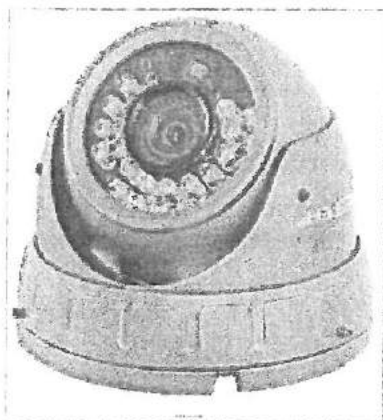
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You are here: [Home \(//\)](#) » [Products \(/index.php/products\)](#) » [Interior Cameras \(/index.php/products/37-interiorcameracategory\)](#) » [S370 Camera](#)

## S370 Day/Night Camera

Like 0Share 0Tweet ([//twitter.com/share](https://twitter.com/share))

### KEY FEATURES & BENEFITS

- 700 TVL color day/night camera
- 24 IR LED's for illumination at night
- Sony Super HAD CCD Image Sensor
- Integrated microphone to capture audio
- Vandal resistant metal housing
- Cabling and connectors allow for easy installation and integration



series DVRs

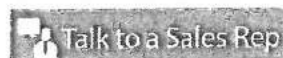
bal functionality allows

([/index.php/products/interiorcameracategory/s370-day-night-camera?weight=0&display=0=2](#)) image to be "Squared Up" when camera is mounted at an angle

### APPLICATIONS

[\(/FORMS/G4DVR/G4DVRFORM.HTML\)](#)

- Public Transportation
- Law Enforcement
- Transport Services

[\(/forms/G4DVR/requirequote-form4\\_cameras.html\)](#)[\(/forms/G4DVR/requirequote-form4\\_cameras.html\)](#)[S370 Day/Night Camera Overview](#)[Specs](#)[Software & Firmware](#)[Documents](#)[Warranty](#)**Highest Resolution - Exceptional Picture Quality In Any Light**

The S370 camera is a 700 TVL color, day/night camera with 24 integrated IR LED's. The camera's housing is metal and built to survive in rugged and vandal susceptible environments. Vibration and thermal tested, the S370 camera is an excellent choice for both mobile and fixed environments.

Utilizing a Sony Effio Super HAD CCD (Charge Coupled Device) imaging sensor, and Sony DSP (digital signal processor), the S370 provides class leading image quality in both day and night lighting conditions. Also included, is an integrated microphone, that captures clear audio.

Generating a standard composite NTSC video signal, the S370 camera is plug and play compatible with Gatekeeper's camera cabling system and older Gatekeeper DVRs. The camera is available with 15', 30' or 60' camera cables

The S370 ball has no vent, thus providing protection against water spray, while maintaining an operating temperature range of -22°F to +131°F, (-30°C to +55°C).

### **Camera - Housing Features:**

#### **Integrated Microphone**

The Gatekeeper S - Series camera housing includes an integrated microphone allowing high quality audio to be captured at each camera.

#### **Integrated IR**

The integrated IR utilizes 24 infrared LED's to provide IR illumination at night. A sensor in the camera detects the ambient light and automatically turns on/off the IR LED's as needed.

#### **3D Gimbal**

The housing inherently implements a 3D gimbal design found in more expensive cameras. This allows the base to be mounted in almost any orientation while allowing the camera to be adjusted so that the image is correctly oriented.

#### **Tamper Proof Adjustments**

Not only is the camera constructed of metal but there are set screws that when tightened, prevents the camera aim from being tampered with. This is important for installation where the camera can be accessed, either due to low ceilings or accessible camera placement.

#### **All Metal Housing**

An all metal housing creates a vandal proof package that is resistant to physical damage.

#### **90 Degree Aiming**

The housing profile has been carefully designed so that the camera can be aimed 90° laterally and have a clear field of view. This is important for correct aiming when the camera is located at the front of a bus.

#### **Tolerant to Installation Error**

The following optional peripherals are available:

- GPS
- Driver Alert Button with Status LED's
- Rear cable cover
- Interactive Control Display
- G Sensor

### Gatekeeper's S370 Camera - 15FPS vs 30FPS

Increase your record time at 15FPS without sacrificing video quality - see sample below.

Gatekeeper



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(https://twitter.com/GatekeeperGSI)

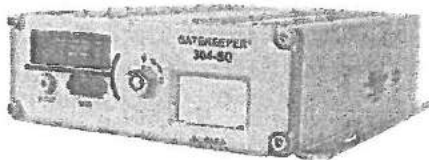
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(7)

You are here: Home (/) - Products (/index.php/products) - Mobile (MDVR) (/index.php/products/21-dvr-category) - 304SD

## 304SD - 4 Channel Recorder, 60 FPS, 720 x 480 Resolution

Like 0Share 0Tweet 0

### Key Features & Benefits

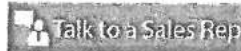
- H.264 compression
- SD card based DVR
- 4 audio / video channels
- D1 resolution
- 8 input sensors
- Fan less Design
- Dual Streaming
- Wireless Ready - WiFi and Cellular

### Applications

- Public Transportation
- Law Enforcement
- Transport Services



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(/forms/G4DVR/requestquote-form1\_dvr.html)

304SD Overview

Specs

Software

Firmware

Documents

Warranty

### New! Now Available for 304SD DVR - 4 Channel Recorder

### 128GB SD Card - 4 times the record time of the standard 32GB SD cards

Gatekeeper's G-Series mobile digital video recorders are reliable, compact, and built to stand up to extreme environments. Supporting up to 4 cameras, this is the digital video recorder you can depend on to identify, assess and respond to incidents in your fleet vehicles. With this recorder aboard your fleet you can improve fleet safety, reduce vandalism or vehicle misuse, eliminate false liability claims and maximize operational efficiencies. The Gatekeeper 304SD is a 60 frame per second, H.264, four channel, D1 resolution, fan less, SD card based recorder that will record up to 4 analog cameras with audio simultaneously. The maximum frame rate for any video channel is 30 FPS and each video channel independently supports selectable video resolutions and 9 quality settings.

#### High Quality Video

The 304SD recorder delivers 60 frames per second at the highest quality of video resolution (720X480) using H.264 compression, to give you dependable, high clarity video. Configure your system to maximize picture quality and storage with selectable frame rate, resolution and up to 9 quality settings.

### **Superior Reliability.**

The 304SD incorporates many features that dramatically increase the reliability of the DVR and the availability of recorded video. A custom file system is used to record data to the hard drive. This file system has been designed so that video can be recovered under most scenarios.

The 304SD has a high capacity power supply. The power supply stores energy, that if the DVR loses power (when the engine is being started or other high current draw electrical devices are turned on, such as air conditioners or lifts) there is enough energy in the power supply to continue to supply power to the internal circuits of the DVR for a short period of time. This makes the DVR virtually immune to the notoriously unreliable power found in vehicles. In the event that the power to the DVR is lost, there is sufficient energy stored in the power supply to allow the DVR to close the video files correctly and then power down into a safe low power state.

The 304SD has a keyed electrical interlock that prevents users from inadvertently removing the SD card before powering down the DVR. The key must first be turned to unlock a door that covers the SD card before the SD card can be removed. When the key is in the unlocked position the DVR stops recording and it is safe to remove the SD card. After the SD card is reinserted, the SD card cover is closed, and the key is moved to the locked position the DVR is once again ready to record.

### **Rugged Design**

The 304SD DVR has been tested against, and has passed the MIL SPEC 810F (Trucks on Streets) for shock and vibration. In addition, Gatekeeper has developed and subjected the Gatekeeper DVRs to custom shock and vibration profiles. These profiles were obtained by placing sensors on vehicles, and recorded the shock and vibration that actual DVRs were subjected to in real world conditions.

### **Easy Download**

Quickly download incidents to a USB memory stick or retrieve your video wirelessly. When using Gatekeeper's G4™ Incident Management Software you can access AutoWake™ technology that will remotely turn on the digital video recorders and download video over Wi-Fi, even if the recorders are powered down.

### **Dual Streaming**

Store a high quality, full resolution video on the recorders SD card or hard drive, and view a lower resolution live video over a cellular connection.

### **Integrated Data**

An interactive control display lets you synchronize video with GPS mapping, vehicle speed, time and date stamps, temperature, channel name, vehicle number, and more. With this information you can confirm when and where passengers entered or exited your buses, ensure drivers are abiding by the rules of the road, and send help to the driver's exact location in the event of an emergency.

### **WiFi and Auto Wake Ready**

The 504HD is WiFi Ready. Gatekeepers WiFi system will provide radio coverage in a typical vehicle yard. Utilizing WiFi 802.11n at 5GHz Gatekeeper offers both a rugged industrial rated access point and a WiFi radio for the vehicle. Through the use of Auto Wake, a user can turn on the DVR and WiFi radio in the vehicle so that video can be accessed.

### **Download of Video to a USB Drive**

The 504HD allow the user to download video and/or video of marked events to a USB memory stick that can be inserted in the front of the DVR.

### **Full Complement of Peripherals Available**

The S - Series housing has been designed so that the camera ball cannot be positioned behind the cameras shroud thus reflecting infrared light back into the lens. This reduces the probability of installation error.

### Sealed Design

The ball that houses the camera electronics has no vents thus making the camera resistant to water spray.

### Vibration Damping

In order to help reduce camera vibration, a rubber mounting ring is supplied. The rubber ring is installed between the camera base and the mounting surface. The rubber ring conforms to the camera base for easy alignment and quick installation.

### Flexible Cable Routing and Mounting Options

The S-Series camera is secured with 4 screws that are not accessible once the installation is complete. The camera's signal cable can be routed directly up through the camera base, so that it's not exposed. Alternatively, there are 4 cut outs in the base that allows the camera's signal cable to be routed out the side of the base. This is useful when the camera is mounted to a surface that is not accessible from the rear.

### Internal IR Light Leakage Eliminated

On the front of the S-Series camera is a flat lens that protects the camera lens from the environment. This flat lens is divided into two concentric circles. The outside circle allows the IR light to exit the camera. The inner circle allows the cameras imaging element to view the scene. A cylindrical sleeve is attached to the flat lens, and delineates the outside and inside circle. This cylinder extends from the flat lens and surrounds the camera lens. This mechanical assembly eliminates internally reflected IR light. Some camera designs have no such mechanism, while other designs use a soft rubber boot that is intended to prevent internal reflected IR from entering the camera lens. In Gatekeeper's experience, a rubber boot can allow IR light to enter the lens and cause optical flare. This can be exasperated as shorter lens sizes are used. The cylinder shroud used in Gatekeeper's S - Series cameras that protects from internal reflected IR's still maintained, when shorter lenses are implemented.



[Login \(/index.php/login\)](#)

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## Controller's Financial Recap – March 2015

As of the three-month period ended March 2015, the financial reports indicate that GRF is in favorable financial position with a surplus of \$246,422.

Major variances are:

Salaries & Wages	53,028	Hours worked are below budget for various cost centers, mainly CC74.
Employment Taxes & Benefits	102,284	Workers Comp \$75K due to 2014 refund of \$60K; 401K ER match & Grp Ins. \$23K
Facilities Rentals & Maintenance	39,342	\$6K - Landscape contracts \$8K - Landscape extras \$10K - Sewer & street maintenance \$20K - Computer Maintenance
News Advertising Income	(65,480)	(\$30K) – Telephone book advertising (\$14K) – Display advertising
SRO Labor Cost Recovery	38,368	Actual labor exceeds budget

### Reserve & Capital Expenditures

Projects	Budget	YTD Expenditures
Projects From Reserves	\$1,090,900	\$31,099
Capital Improvement Projects from 2014	1,816,608	401,012
Capital Improvement Projects – 2015	245,979	14,255

P.O. Box 2069  
Seal Beach CA 90740

Description			
	<b>Current Assets:</b>		
1122000	Cash & cash equivalents	464,289	
	Non-Restricted Funds	603,004	
	Receivables	36,289	
	Prepaid expenses	377,980	
	Inventory of maintenance supplies	<u>502,602</u>	
	<b>Total Current Assets</b>		<b>1,984,164</b>
	<b>Designated deposits</b>		
1211000	Contingency Operating Fund	697,674	
	Reserve Fund	5,340,269	
1212500	Capital Improvement Fund	557,587	
1212600	Committed Funds	1,152,490	
1213000	Liability Deductible & Hazard Fund	200,000	
1214000	Repair & Tax Deposits	<u>632,595</u>	
	<b>Total designated deposits</b>		<b>8,580,614</b>
	<b>Notes Receivable</b>		
1411000	Notes Receivable	<u>701</u>	
	<b>Total Notes Receivable</b>		<b>701</b>
	<b>Fixed Assets</b>		
	Land, Building, Furniture & Equipment	30,728,854	
	Less: Accumulated Dep'n	<u>(20,121,008)</u>	
	<b>Net Fixed Assets</b>		<b>10,607,846</b>
	<b>Other Assets</b>		
	Premium on Municipal Bonds		<u>21,294</u>
	<b>Total Assets</b>		<b><u><u>21,194,619</u></u></b>

P.O. Box 2069  
Seal Beach CA 90740

Description			
<b>Liabilities &amp; Stockholders Equity</b>			
<b>Current Liabilities:</b>			
2111700	Accounts payable	1,187,109	
	Project Commitments- Reserves	1,152,490	
	Accrued payroll & payroll taxes	664,738	
	Accrued expenses	270,408	
	Accrued property taxes	135,844	
	<b>Total Current Liabilities</b>	<b>3,410,588</b>	
	<b>Total Liabilities</b>		<b>3,410,588</b>
<b>Stockholders' Equity</b>			
<b>Mutuals' Beneficial Interest</b>			
3211000	Contingency Operating Reserve Equity	697,674	
3212000	Reserve Equity	5,340,269	
3213000	Equity in Capital Improvement Fund	557,587	
3310000	Beneficial Interest in Trust	4,598,701	
	<b>Total Mutuals' Beneficial Interest</b>		<b>11,194,230</b>
<b>Membership interest</b>			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	4,863,351	
	<b>Total Paid-in-Capital</b>		<b>6,473,151</b>
	<b>Excess Income</b>		
	Current Year	116,649	
	<b>Total Excess Income</b>		<b>116,649</b>
	<b>Net Stockholders' Equity</b>		<b>17,784,031</b>
	<b>Total Liabilities &amp; Stockholders' Equity</b>		<b>21,194,619</b>

**Golden Rain Foundation**  
**Cash Flow Activity - All Reserves**  
**For the Month of March 2015**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Committed Funds	Liability Insurance Fund	Other Restricted	Nonrestricted Funds	Total
<b>Balance 2/28/2015</b>	<b>697,674</b>	<b>5,385,013</b>	<b>1,668,088</b>	<b>25,599</b>	<b>200,000</b>	<b>424,161</b>	<b>602,210</b>	<b>9,002,744</b>
Funded: Assessments		83,333						83,333
Funded: Membership Fees collected (68)		37,461	76,056					113,517
Funded: M17 Lease Fees collected (18)		1,904	3,864					5,768
Funded: Interest on Funds		2,374						2,374
Progress Payments on CIP		(8,524)	(202,322)	(22,500)				(233,346)
Expenditures		(161,292)	(988,099)	1,149,391				(0)
Commitments								-
Replenish funds for Donated Assets								-
Net Monthly Claims								-
Disbursement to Mutuals								-
Transfers between funds								-
Interest Income Allocation						208,434	794	209,228
Net Monthly Activity								-
<b>Balance 3/31/2015</b>	<b>697,674</b>	<b>5,340,269</b>	<b>557,587</b>	<b>1,152,490</b>	<b>200,000</b>	<b>632,595</b>	<b>603,004</b>	<b>9,183,618</b>
Net Activity	-	(44,744)	(1,110,501)	1,126,891	-	208,434	794	180,874

**Golden Rain Foundation**  
**Quick Balance Sheet Analysis**  
**For the Period Ended March 31, 2015**

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	464,289	474,275	(9,986)
Current Assets	10,564,778	10,894,538	(329,760)
Current Liabilities	3,410,588	2,652,906	757,682
Current Ratio	3.10	4.11	
Designated Deposits:	9,183,618	9,002,744	180,874
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			
Committed Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,272,179	1,235,579	36,600	2.96
Expense	1,203,429	1,290,502	87,073	6.75
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>68,750</b>	<b>(54,923)</b>	<b>123,673</b>	
Year To Date	Actual	Budget	Variance	%
Income	3,832,689	3,832,704	(15)	(0.00)
Expense	3,485,147	3,731,583	246,436	6.60
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>347,542</b>	<b>101,121</b>	<b>246,421</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2015
151.38	151.69	154.28



2015 Reserve Expenditures

Center	Description	Budget Amount	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan-Feb	Mar	Total			
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	3,300	-	-	0.00	3,300.00		3,300.00
34	Server Rack Cabinet UPS Backup Power Unit (Incl. 10% contingency)	3,300	-	-	0.00	3,300.00		3,300.00
34	Replace Wireless Access Points at Clubhouses (Incl. 10% contingency)	8,800	-	-	0.00	8,800.00		8,800.00
35	Reupholster Furniture	4,500	-	-	0.00	4,500.00		4,500.00
45	Replace Rigging Amphitheater Stage	25,000	-	-	0.00	25,000.00		25,000.00
45	Paint Amphitheater	6,000	-	-	0.00	6,000.00		6,000.00
45	Refinish Flooring- Amphitheater	8,000	-	-	0.00	8,000.00		8,000.00
48	Replace Hot Tub Cover	2,500	-	-	0.00	2,500.00		2,500.00
51	BBQ Replacement	3,500	-	3,323.50	3,323.50	176.50	312.00	(135.50)
51	25 Long Tables	2,500	-	2,337.19	2,337.19	162.81	230.75	(67.94)
51	30 Card Tables	2,500	-	2,658.02	2,658.02	(158.02)		(158.02)
51	40 Arm Chairs	6,000	-	-	0.00	6,000.00		6,000.00
52	2 Portable Microphone Systems	4,000	-	-	0.00	4,000.00		4,000.00
52	40 Arm Chairs	6,000	-	-	0.00	6,000.00		6,000.00
53	4 Portable Microphone Systems	8,000	-	-	0.00	8,000.00		8,000.00
53	40 Arm Chairs	6,000	-	-	0.00	6,000.00		6,000.00
54	30 Round Tables, 60" diameter	5,000	-	-	0.00	5,000.00		5,000.00
54	2 Portable Microphone Systems	4,000	-	-	0.00	4,000.00		4,000.00
54	40 Arm Chairs	6,000	-	-	0.00	6,000.00		6,000.00
54	Recover Partitions	6,000	-	-	0.00	6,000.00		6,000.00
54	New Kitchen Floor	4,500	-	-	0.00	4,500.00		4,500.00
54	Emergency Generator	2,500	-	-	0.00	2,500.00		2,500.00
55	New Bathroom Flooring by Café	2,500	-	-	0.00	2,500.00		2,500.00
56	1 Portable Microphone Systems	2,500	-	-	0.00	2,500.00		2,500.00
56	40 Arm Chairs	6,000	-	-	0.00	6,000.00		6,000.00
74	Remodel Service Mtrc Ofc (lights, paint, carpet, work stations) (726-14)	21,404	74.77	205.56	280.33	21,123.67		21,123.67
79	Replace 6 Holiday Trees	3,298	-	-	0.00	3,298.32		3,298.32
79	Street resurfacing, St. Andrews Drive	760,000	-	-	0.00	760,000.00		760,000.00
79	56 Trees Replaces in street medians	125,000	-	-	0.00	125,000.00		125,000.00
79	Main Gate Beautification - Globe (730-15B)	184,270	-	22,500.00	22,500.00	161,770.00		161,770.00
			-	-	0.00	0.00		0.00
	<b>Total Planned Reserve Expenditures</b>	<b>1,232,872.32</b>	<b>74.77</b>	<b>31,024.27</b>	<b>31,099.04</b>	<b>1,201,773.28</b>	<b>542.75</b>	<b>1,201,230.53</b>

Total Reserve Expenditures

<b>1,232,872.32</b>	<b>74.77</b>	<b>31,024.27</b>	<b>31,099.04</b>	<b>1,201,773.28</b>	<b>542.75</b>	<b>1,201,230.53</b>
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Capital Improvement Fund Carryover from 2014

Center	Description	Budget Amount	EXPENDITURES			Remeaining Balance	Labor	Variance
			Jan-Feb	Mar	Total			
30	Admin. Building Remodel 2014 (Lighting) (ARB2014)	1,000	-	-	0.00	1,000.00	117.00	883.00
32	Barcode label printer	1,000	-	-	0.00	1,000.00		1,000.00
34	Surveillance Camera Expansion	1,000	-	1,379.65	1,379.65	(379.65)	522.00	(901.65)
34	Jenark System	53,571	19,786.00		19,786.00	33,785.00		33,785.00
37	Automated Pedestrian Gate	15,000	-	-	0.00	15,000.00		15,000.00
37	4 Visitor Admissions Printers	4,000	-	-	0.00	4,000.00		4,000.00
37	Portable security cameras for outdoor use	558	408.79		408.79	149.21		149.21
79	Resales Office Remodel (725-14)	70,000	1,409.21	6,263.07	7,672.28	62,327.72		62,327.72
79	Perimeter wall sections R (591-01B-R)	10,156	9,310.00		9,310.00	846.00		846.00
79	Perimeter wall sections A (591-01B-A)	341,850	75,600.00	75,600.00	151,200.00	190,650.00		190,650.00
79	Perimeter wall sections J & K (591-01B-JK)	702,900	2,600.00		2,600.00	700,300.00		700,300.00
79	Westminster Wall Section L & M/ Engineering (668-11B)	23,475	-		0.00	23,475.00		23,475.00
79	Landscape Improvement - Canoe Brook/EI Dorado (713-14)	26,777	26,776.50		26,776.50	0.50		0.50
79	In- Road Lighting Plan- St. Andrews- Lighted Crosswalk (702-14)	80,750	72,675.00	8,075.00	80,750.00	0.00		0.00
79	St. Andrews Improvement @ Tam O'Shanter (721-14)	59,463	-	44,460.00	44,460.00	15,003.00		15,003.00
79	Street Painting (708-14-PS)	56,494	-	45,438.93	45,438.93	11,055.07		11,055.07
79	St. Andrews Gate Improvements (723-14)	50,000	-		0.00	50,000.00		50,000.00
79	Del Monte Drive Removal & Replacement (722-14)	154,234	-		0.00	154,234.00		154,234.00
79	Bridge Repairs @ Burning Tree & Del Monte (3361-14P)	4,380	4,380.00		4,380.00	0.00		0.00
79	Pharmacy Pedestrian Circulation and Ramp Design (710-14)	50,000	-		0.00	50,000.00		50,000.00
79	Re-Roofing Community Facilities Buildings - CH1 (711-14)	90,000	-		0.00	90,000.00		90,000.00
79	Paint Front Gate Security Building (716-14)	7,000	-	6,850.00	6,850.00	150.00		150.00
79	2014 Trust Street Paving (708-14)	8,000	-		0.00	8,000.00		8,000.00
79	Paint Exterior Resales Building (718-14)	5,000	-		0.00	5,000.00		5,000.00
<b>Total Planned Capital Acquisitions</b>		<b>1,816,608</b>	<b>212,945.50</b>	<b>188,066.65</b>	<b>401,012.15</b>	<b>1,415,595.85</b>	<b>639.00</b>	<b>1,414,956.85</b>

Total Capital Acquisitions

1,816,608	212,945.50	188,066.65	401,012.15	1,415,595.85	639.00	1,414,956.85
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From 2013 Capital Carryover 25,156  
From 2014 Capital Carryover 1,791,452  
**Total Carried to 2015 Capital Improvement Fund @1/1/2015 1,816,608**

2015 Capital Plan

Center	Description	Budget Amount	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan-Feb	Mar	Total			
22	Back Hoe attachment	15,000			0.00	15,000.00		15,000.00
22	Water storage, pump and hose	5,000			0.00	5,000.00		5,000.00
22	Evacuation chairs (2)	4,000			0.00	4,000.00		4,000.00
33	Caregiver pass printer	3,000			0.00	3,000.00		3,000.00
34	Credit Card POS Solutions	5,500			0.00	5,500.00		5,500.00
34	Second Server/Rm Mods (ITS-01)	63,800			0.00	63,800.00		63,800.00
34	Main Server Room Modifications	6,600			0.00	6,600.00		6,600.00
34	CH4 Technology Enhancements	44,000			0.00	44,000.00		44,000.00
34	Visual Display Solutions	22,000			0.00	22,000.00		22,000.00
36	Backup Server - Macintosh	9,663		11,717.08	11,717.08	(2,054.08)		(2,054.08)
36	Dell Workstation Monitors	1,416		1,397.27	1,397.27	18.73		18.73
37	Radar Trailer	9,000			0.00	9,000.00		9,000.00
37	Patrol Car Security Cameras	3,000			0.00	3,000.00		3,000.00
37	Security Camera Monitors	3,000			0.00	3,000.00		3,000.00
38	Swing out Stop Signs for Buses	13,000			0.00	13,000.00		13,000.00
38	In Bus Cameras	12,000			0.00	12,000.00		12,000.00
38	Bus Backup Proximity Sensors	3,000			0.00	3,000.00		3,000.00
40	Additional Sand Trap	4,000			0.00	4,000.00		4,000.00
51	BBQ Area Wind Wall & Electrical Line	5,000			0.00	5,000.00		5,000.00
54	Conference Room Mic System	12,000		226.31	226.31	11,773.69		11,773.69
56	Ballet Barre	2,000		914.30	914.30	1,085.70		1,085.70
79	ADA Improvement Main Parking Lot	59,000			0.00	59,000.00		59,000.00
					0.00	0.00		0.00
	<b>Total Planned Capital Acquisitions</b>	<b>304,979.00</b>	<b>0.00</b>	<b>14,254.96</b>	<b>14,254.96</b>	<b>290,724.04</b>	<b>0.00</b>	<b>290,724.04</b>

Total Capital Acquisitions

304,979.00	0.00	14,254.96	14,254.96	290,724.04	0.00	290,724.04
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In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following Committee meetings:

- Minutes of the Special Finance Committee Board Meeting of March 5, 2015
- Minutes of the Recreation Committee Board Meeting of March 9, 2015
- Minutes of the ITS Committee Board Meeting of March 10, 2015
- Minutes of the Executive Committee Board Meeting of March 10, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of March 11, 2015
- Minutes of the Communications Committee Board Meeting of March 12, 2015
- Minutes of the Physical Property Committee Board Meeting of March 13, 2015

Using a consent calendar format, the GRF Board of Directors is requested to approve these Committee Board meeting minutes in one motion.

These Committee Board meeting minutes will be available on the Foundation's website for view after approval. If you would like a hard copy of the minutes, please see a staff member in the Administration Office.

Thank you.

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**BOARD OF BOARD MEMBERS MEETING - GOLDEN RAIN FOUNDATION  
March 24, 2015**

Call to Order

President Winkler called the regular monthly meeting of the Golden Rain Foundation (GRF) Board of Board members to order at 10:00 a.m., on Tuesday, March 24, 2015, in Clubhouse Four.

Roll Call

The Corporate Secretary reported that Board members Michaelides, Blake, DeMarco, Snowden, Stone, Reed, Wood, Hood, Rapp, McGuigan, Krieger, Winkler, Craig, Damoci, Lukoff, Kravitz, Bolton and Moore were present. Mr. Kravitz left at 10:40 a.m. Executive Director Ankeny and Controller Miller were also present.

Pledge of Allegiance

Sergeant Ron La Velle of the City of Seal Beach Police Department led the Pledge of Allegiance.

Announcements/Service Award Presentation

The Committee meeting schedule is published in the *Golden Rain News*. All committee meetings are open to Shareholder/Foundation members.

The Facilities Manager, Ruben Gonzalez, presented a service plaque and pin to:

Erica Valdez	Service Maintenance Department	5 years of service
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The Facilities Director, Mark Weaver, presented a service plaque and pin to:

Sharon Hirsch	Physical Property Department	5 years of service
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The Mutual Administration Director, Carol Weller, presented a service plaque and pin to:

Tai Fulton	Mutual Administration Department	5 years of service
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The Fleet Manager, Grant Winford, presented a service plaque and pin to:

Ismael Robles	Transportation Department	15 years of service
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The Security Chief, Jaime Guerrero, presented a service plaque and pin to:

Jose Osuna

Security Department

15 years of service

On behalf of the GRF Board of Board members, the President thanked these employees for their dedicated service.

#### President's Comments

At the instruction of the Foundation corporate counsel, President Winkler read the following statement:

As trustee under the Trust Agreement, the Foundation has certain fiduciary obligations to the Mutual beneficiaries, including the duty to manage Trust property. This duty, however, does not extend to making a determination as to whether Shareholders should opt-in, or not, to the installation of SCE Smart Meters. In fact, the Foundation has no authority to intercede in this matter. SCE provides electricity to Shareholders via individual service contracts. With the exception of Shareholders participating in low income-qualified programs, like the California Alternate Rates for Energy (CARE) program, the California Public Utilities Commission (CPUC) has established an initial set-up fee of \$75.00, and an ongoing monthly charge of \$10.00, to opt out of the Smart Meter program. These associated opt-out fees will be added to participating Shareholder's monthly invoice. Necessarily, the decision to opt-out, or not, is a financial decision that rests solely with Shareholders, and the Foundation has neither the authority, or duty, to intervene in this regard.

The first item of note is the fire in Mutual 11, which took place on Friday the 13<sup>th</sup> (no comment on the date). It was a very serious fire; however, no one was injured due to the quick response of the Orange County Fire Authority (OCFA), the Seal Beach Police Department, and our Security personnel. The fire was not too far from where I live and I was so impressed by the many agencies, including the Red Cross and Foundation people who were there, on site, making sure the evacuated residents had a place to stay. Unfortunately, besides the unit itself, five other units were red or yellow tagged, which meant the residents no longer had access to their units without a Fire Marshal escort and then only to remove a limited number of items. This is a perfect example of when a "To-Go" bag is a benefit. It should have not only emergency supplies but all your emergency information, such as phone numbers, copy of credit cards, cash, insurance information, and a list of needed medications. These can be purchased at our Purchasing Department so please add it to your "to do" list. An emergency is just that. There might not be any time to gather this information at the time it happens.

Another thank you goes to Marisa McAuley, Mr. Ankeny's Administrative Assistant, who is the go-to person in a disaster such as this. She coordinates all the insurance people such as the insurance investigators, housing, and phone calls for everyone involved. To those shareholders who complain about the number of employees we have, keep in mind that Ms. McAuley will spend hundreds of hours on this disaster along with performing her regular duties. As a side note, we are also dealing with a very recent water damage claim involving four units in another Mutual.

The rumor mills have been fairly quiet; however, the big one is that we are planning on building an eight million dollar swimming pool. Not true. Residents who do use the pool have frequently vocalized their concerns over the poor state of the locker rooms, issues, or changes they would

like to see in the pool itself and frequently request a lap pool. This is also the situation with the approximately eight hundred petitioners for a Dog Park. The Recreation Committee recognizes their concern and have put the "Concept" approval before the GRF BOD.

Concept approval only means the BOD recognizes there may be a need to explore an idea and have given the approval for the applicable departments to begin developing the idea and the related costs. This saves time, money, and resources for our staff so they are not reacting to any one director or person who feels strongly about an idea. Bids are not being sent out, although rough numbers may be requested of the appropriate contractors or vendors. We will also need to explore what it would cost to completely refurbish the pool and locker rooms. Both of these ideas will need to be explored and hopefully we will have some answers by next September so the GRF Board members can determine what, if anything, will be included in the 2016 budget. We are very careful how we spend money. Any expenses, reserve repairs, or replacements or capital improvements need to be determined almost five to six months before the new budget year. You, the shareholder/member, can give your input at any of the applicable GRF committee meetings or in your own Mutual board meetings.

The Policy Rewrite Sub-Committee, under the direction of the Executive Vice President, Carole Damoci, has been working diligently to review, update, rescind, or combine the hundreds of policies that determine how the Foundation must or should proceed on any course of action. Many of the policies are out of date, basic information, titles, or names have changed and in many cases, rather than amend a policy a new one was added. One example: the Policy Rewrite Sub-committee will be working with over twenty recreation policies, rewriting them and combining them into five or six. This should help with clarification and give the department managers and Board members clearer and more succinct guidelines for operating the Foundation. One distinct advantage for participating in the Policy Rewrite Sub-committee is the opportunity to read and review the GRF policies. Everyone attending and participating in these meetings deserves a thank you for this very necessary work.

Space is getting to be a challenge in our Trust buildings, which includes the administrative and club house buildings. We have 262 clubs today, as compared to 215 clubs eight years ago. So many clubs and activities are exciting and we are responding to more diversity in our interests and demands. The Golden Rain Foundation not only has our eight Standing Committees but an additional thirteen sub-committees or focus groups holding meetings. In addition, some of the Mutuels are meeting several times a month. Meeting space needs to be found for everyone and it is getting very difficult to find and is at a premium. The administrative conference room, which many people complained about, is now the meeting room of choice and sets the standard. The 2015 budget has included a new portable microphone setup, similar to what is used in the administrative conference room, which can be used for administrative and mutual meetings, such as the President's Council, in the various clubhouses.

Another issue we face is using the right room for the right purpose. Several months ago, in Clubhouse One, the women's billiard room was used by 27 residents by the middle of the month while the men's billiard room had only 7 sign ups. Could some room changes be made there? We have clubs, set up permanently, using a great deal of space but using it for very limited hours. Can we better utilize the space? All these questions need to be addressed in the not too distant future and there will be some tough decisions made; however, it is to everyone's benefit to meet these demands.



There has been some concerns about Mutuals filling their boards with candidates. Please keep in mind that your share of stock represents your investment in your unit and the Leisure World community. If our residents do not get involved and step up to the plate, so to speak, it can and will directly affect the value of your investment. The cost of living here is mitigated to a great extent by the many volunteer hours spent by residents willing to participate in the decision-making process by sitting on their Mutual or GRF Boards. Personally, I find my involvement very rewarding, I have made many friends, I have knowledge of many aspects of the community in which I live, my cognitive abilities have improved because of my activities, and I have a voice in protecting my investment.

Yes, once in a while people can be disagreeable and not so kind; however, this is just part of life and can happen anywhere at any time. Learning to work with people and respond to their concerns is also very rewarding.

Anyone can self-nominate to be a Director in your mutual. I would hope you have sat in on your mutual board meetings and people know you; however, I found that knocking on doors and talking to my neighbors and fellow Mutual residents went a long way in gathering the votes I needed to take my place on the board. Try it, you just might like it.

#### Shareholder/Member Comments

Thirteen shareholder/members spoke on the Accounting Department, the Security Department and the proposed Dog Park.

**NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting and comments are limited to four minutes.

#### **CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES**

In accordance with Civil Code 4090, the Foundation has made available a summary of the meetings where a quorum of the Board was present. Quorums of the Board were present at seven Committee meetings in February. The Committee minutes for these meetings were approved earlier this month by their respective Committees:

- Minutes of the Library Committee Board Meeting of February 4, 2014
- Minutes of the Recreation Committee Board Meeting of February 9, 2015
- Minutes of the ITS Committee Board Meeting of February 10, 2015
- Minutes of the Executive Committee Board Meeting of February 10, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of February 11, 2015
- Minutes of the Communications Committee Board Meeting of February 12, 2015
- Minutes of the Physical Property Committee Board Meeting of February 13, 2015
- Minutes of the Finance Committee Board Meeting of February 17, 2015

The method with which these minutes will be approved is the Consent Calendar, which means any item placed on the Consent Calendar can be approved in one motion.

The Consent Calendar was approved, by general consent of the Board, as distributed.

The Committee Chairs are asked to stop by the Board Office within the next five business days to sign their approved Board Committee minutes. Once they are all signed, they will be posted to the website.

### **APPROVAL OF BOARD MEETING MINUTES**

The minutes of the February 24, 2015 Golden Rain Foundation Board meeting were approved, by general consent of the Board, as distributed.

### **ACCEPTANCE OF FINANCIAL STATEMENTS FOR AUDIT**

Ms. Stone MOVED, seconded by Mrs. Damoci and approved by general consent of the Board -

**TO** accept the February 2015 Financial statements for audit.

Ms. Stone advised that due to the additional *News* advertising revenue generated in 2014, the estimated Federal and State income tax liability for 2015 of \$47,800 will exceed the budgeted amount of \$16,500 by \$31,300. As a result, we expect 2015 to end with an unfavorable operating expense variance of approximately \$31,300, for income tax expenses.

### **BUSINESS**

#### **Communications Committee**

The Communications Committee did not request action by the GRF Board.

#### **Executive Committee**

#### **Amend Policy 5160-30, Architectural Design and Review Committee**

At its meeting on March 10, 2015, the Executive Committee recommended that Policy 5160-30, Architectural Design & Review Committee, be amended as follows:

- Include "Management Agreement" under section 4. a. "Those duties, responsibilities and procedures as generally defined in:"
- Re-categorize external and internal Trust properties responsibilities,
- Revise outline numbering system.

Mrs. Damoci MOVED, seconded by Ms. Stone-

**TO** amend Policy 5160-30, Architectural Design and Review Committee.

The motion was carried unanimously by the Board members present.

### Approve new GRF logo

Following discussion in the Executive Committee on March 10, 2015, the Committee unanimously moved to recommend to the Board replacement of the current logo used by GRF (Exhibit C) and approved the proposed logo (Exhibit A), as submitted by the Architectural Design and Review Sub-committee. It was noted that the "Leisure World" image (Exhibit B) is a trademarked image of RRLH; as such, it would be in the best interest of GRF to remove the trademarked RRLH logo, a position supported by GRF Intellectual Counsel.

Mrs. Reed MOVED, seconded by Mr. Hood-

**TO** approve the logo, as represented in Exhibit A, as the new corporate logo of the Golden Rain Foundation of Seal Beach and authorize the Executive Director to take the required steps to trademark the logo using the services of the Intellectual Property Law attorney Vern D. Schooley, from the firm of Fulwider and Patton, in an amount not to exceed \$5,000.00. Upon securing the registration of the Trademark, actions are to be instituted to replace the images as noted in Exhibits B and C throughout the community, under the direction of the Architectural Design and Review Committee. Funding for the replacement of the images will be through funds designated by the Finance Committee and approved by the Board in accordance with standing policies.

The motion was carried unanimously by the Board members present.

### **Finance Committee**

#### Amend Policy 5520-31; Reserves

Ms. Snowden MOVED, seconded by Ms. Stone-

**TO** approve the amendments to Policy 5520-31, Reserves.

The motion was carried unanimously by the Board members present.

#### Non-Budget Expense NSBN – Additional Fees for Tax Filing

Adopting the new IRS tangible property regulations that set forth the framework for distinguishing capital expenditures from supplies, repairs & maintenance requires the filing of IRS Form 3115 for each company. The complexity of preparing the form is directly related to the number of buildings each company owns. As such, the fee for preparing IRS Form 3115 for seventeen companies is estimated to exceed the budget by approximately \$12,000.00 (Exhibit A).

At its meeting on March 17, 2015, the Finance Committee unanimously recommended that the Board approve additional operating expenditures not included in the 2015 operating budget of \$12,000.00 to cover the preparation fee for filing IRS Form 3115.



Mr. DeMarco MOVED, seconded by Ms. Snowden-

**TO** approve non-budgeted funds of \$12,000.00 to be charged against the 2015 operating budget, to cover the additional tax preparation fees for filing IRS Form 3115.

The motion was carried unanimously by the Board members present.

#### **ITS Committee**

The ITS Committee did not request action by the GRF Board.

#### **Library Committee**

The Library Committee did not request action by the GRF Board.

#### **Physical Property Committee**

##### Approve Service Maintenance Office Upgrades

The Service Maintenance Administrative office has long been in need of maintenance and renovation. Quotes totaling \$19,459.01 have been obtained to upgrade this area (see Exhibit A). In-house labor hours will be needed for this project and are not included in the total cost. The need for an additional work station for the office and the availability of an additional office, previously used by the landscapers, have increased the estimated total cost of this project. The total cost is \$21,404.00 and includes a 10% contingency.

Reserve funds in the amount of \$17,500.00 have been set aside in the Reserve Expenditures for 2015.

Mrs. Wood MOVED, seconded by Ms. Rapp-

**TO** approve additional reserve funding in the amount of \$3,904.00 and authorize the Executive Director to purchase the equipment from reserve funds, as noted in Exhibit A, in an amount not to exceed \$21,404.00.

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

The motion was carried unanimously by the Board members present.

##### Approve Funds for Globe Paint

The Physical Property Committee reviewed the request of the ADRC and a motion was duly made and passed to recommend additional reserve funds of \$21,000.00 for a Globe color change and to forward the request to the GRF Board of Board members at their next scheduled meeting for approval.

Summary:

United Riggers – Repair and Paint	\$148,427.00
Contingency – Continents	\$ 14,843.00
GRF Board approval	\$163,270.00

\*Note: As work is in progress, the final selection of the paint color and material is at a critical point. Time constraints did not allow for placement on the Finance Committee agenda subsequent to Committee action. It is of the general consensus that adequate reserve funds are available.

The previously Board-approved funds include a contingency for continent replacement and any other unknown work that might be uncovered.

Ms. Stone MOVED, seconded by Ms. Reed-

TO approve additional reserve funding, in the amount of \$21,000.00 for a total revised project cost in the amount of \$184,270.00 and authorize the President to sign the change order for the Tnemec metallic coating, color 1503.

The motion was carried unanimously by the Board members present.

Approve Additional Funding Medical Center/Administration, Safety and Accessibility Improvement

At the regular scheduled meeting of the Physical Properties Committee on February 13, 2015, the Committee reviewed two (2) proposals received (Exhibit A), in reference to the request for proposal that was sent out to eight (8) qualified contractors to replace and enhance various parking and access elements around the Administration and Medical Center, in accordance with plans and specifications as supplied by ADA Inspections Plus (Exhibit B).

Funding in the amount of \$50,000.00 was previously approved and included in the 2015 Capital Carry Over (Exhibit C - cost center 79 pedestrian circulation and ramp design). Throughout the development of this safety and accessibility project, the scope of work grew with additional elements added as recommended by ADA Inspections Plus.

As the proposed additional safety and accessibility elements represent new additions to Trust property, the Finance Committee duly moved and approved to recommend the request of the Physical Properties Committee to the Board for an addition of a priority-one Capital Expenditure, in the amount of \$59,000.00, for safety and accessibility (Exhibit D).

Mr. Lukoff MOVED, seconded by Mrs. Damoci-

TO approve the addition of a priority-one Capital expense for 2015, in the amount of \$59,000.00, and authorize the President to sign the contract with M.J. Jurado, in the amount of \$98,837.00, and authorize the Chair of the Physical Properties Committee to approve any contingency request relating to this project, in an amount not to exceed \$9,883.00.

Five Board members spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Recreation Committee**

#### Approve Replacement of Chairs in Clubhouses One, Two, Three, Four and Six

The Recreation Committee requested 200 new vinyl chairs be purchased to add to the existing stock for Cost Centers 51, 52, 53, 54 and 56. Funds have been set aside in the 2015 Budget to purchase new chairs for the above Cost Centers, with Clubhouse Six Hospitality Center receiving all new vinyl chairs.

Mrs. Damoci MOVED, seconded by Mr. Hood

**TO** approve the contract with American Seating for the purchase of 200 vinyl chairs, with arm caps, in the amount of \$30,326.00, per the quote dated February 26, 2015.

The motion was carried unanimously by the Board members present.

#### Purchase of Microphone Systems

The portable microphone systems at Clubhouses Two, Three, Four, and Six are approximately 10 years old; due to high demand and usage, they have reached the end of their serviceable life. The replacement of the microphone systems were included and approved in the 2015 Reserve expenditures (Exhibit A).

Mr. Blake MOVED, seconded by Ms. Rapp-

**TO** approve the contract with B & H for the purchase of nine (9) systems, in the amount of \$18,172.98, per quote dated January 12, 2015, is requested.

The motion was carried unanimously by the Board members present.

#### Purchase of Holiday Trees

At its meeting on March 9, 2015, the Recreation Committee approved the purchase of six new Holiday trees from Balsam Hill in the amount of \$3,298.32, after evaluation of the current general condition of all holiday trees used at the Clubhouse for seasonal decoration.

At the March 17, 2015 meeting of the Finance Committee, the Committee noted that the replacement of assets is compliant with Policy 5520-31, Reserves, and approved the addition of this asset to the Reserves of the Golden Rain Foundation for the scheduled replacement in the current fiscal year.

Ms. Rapp MOVED, seconded by Mrs. Wood-

**TO** approve the addition of six (6) holiday trees for seasonal

decoration to the Reserve study and authorize the Executive Director to initiate the replacement of the existing six (6) trees, in accordance with the approved action of the Recreation Committee, in an amount not to exceed \$3,298.32.

The motion was carried unanimously by the Board members present.

#### Conceptual Approval – Dog Park

Ms. Snowden MOVED, seconded by Ms. Rapp-

**TO** approve the concept as reported in the attached report and authorize the Recreation Committee to continue the development of site selection and costs including the costs of architectural and engineering plans and documents to be presented as part of the 2016 budget process.

Thirteen Board members spoke on the motion.

The motion passed with 14 yes votes and one abstention (Mr. DeMarco).

#### **Security, Bus and Traffic Committee**

##### Amend Policy 5535-37, Pedestrian Gate Security

The extension of the closing time by one hour, at the St. Andrews Gate, will provide greater access and flexibility to Shareholder/Members who use the shopping center adjacent to the community. The proposed amendment will require one additional hour of unbudgeted staff time, per day. The annual cost is estimated to be \$5,130.00 and, if implemented in the month of April, the estimated cost for the remainder of the year is \$3,848.00.

The Finance Committee, at their meeting on March 17, 2015, approved this non-budgeted amendment to the Salaries and Wages General Ledger Account for Cost Center 37, in the amount of \$3,848.00 dollars.

Mr. McGuigan MOVED, seconded by Ms. Snowden-

**TO** extend the closing time of the St. Andrews Gate by one (1) hour, from 9:00 p.m. to 10:00 p.m.

Four Board members and the Executive Director spoke on the motion.

Mr. Blake MOVED, seconded by Mrs. Damoci-

**TO** extend the closing time of the St. Andrews Gate by one (1) hour, from 9:00 p.m. to 10:00 p.m., for twelve (12) months.

One Board member spoke on the amended motion.

The amended motion was carried unanimously by the Board members present.

One Board member and the Executive Director spoke on the main motion.

Ms. Rapp MOVED, seconded by Mrs. Wood-

TO extend the closing time of the St. Andrews Gate, both vehicular and pedestrian, by one (1) hour, from 9:00 p.m. to 10:00 p.m., for twelve (12) months, and to analyze the vehicular and pedestrian volume during the extended hour.

Five Board members spoke on the motion.

The amended main motion was carried unanimously by the Board members present.

#### **CONTROLLER'S REPORT**

The Controller's report is included at the end of the minutes as an attachment.

#### **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director's report is included at the end of the minutes as an attachment.

#### **BOARD MEMBER COMMENTS**

Fourteen Board members spoke on the dog park, thanked the shareholders for attending, thanked the Policy Re-write committee and the staff for their service.

#### **ADJOURNMENT**

The meeting was adjourned at 12:09 p.m.

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Mary E. Wood, Corporate Secretary  
GRF Board of Directors  
dfb

## Controller's Financial Recap – February 2015

As of the two-month period ended February 2015, the financial reports indicate that GRF is in favorable financial position with a surplus of \$122,756.

Major variances are:

Salaries, Wages & Benefits	90,274	Hours worked are below budget for various cost centers, mainly CC74.
Supplies	20,528	Prudent spending
Facilities Rentals & Maintenance	19,769	\$4,061 - Landscape contracts \$5,764 - Landscape extras \$8,445 - Sewer & street maintenance
Fuel & Oil	20,400	\$15K - Gasoline (no purchases in 2015) \$5,330 – Propane
News Advertising Income	(47,112)	(\$30K) – Telephone book advertising (\$14K) – Display advertising

### Reserve & Capital Expenditures

Projects	Budget	YTD Expenditures
Projects From Reserves	\$1,090,900	\$75
Capital Improvement Projects from 2014	1,816,608	212,946
Capital Improvement Projects – 2015	245,979	0



P.O. Box 2069  
Seal Beach CA 90740

Description			
	<b>Current Assets:</b>		
1122000	Cash & cash equivalents	474,275	
	Non-Restricted Funds	602,210	
	Receivables	519,574	
	Prepaid expenses	414,578	
	Inventory of maintenance supplies	<u>483,367</u>	
	<b>Total Current Assets</b>		<b>2,494,004</b>
	<b>Designated deposits</b>		
1211000	Contingency Operating Fund	697,674	
	Reserve Fund	5,385,013	
1212500	Capital Improvement Fund	1,668,088	
1212600	Committed Funds	25,599	
1213000	Liability Deductible & Hazard Fund	200,000	
1214000	Repair & Tax Deposits	<u>424,161</u>	
	<b>Total designated deposits</b>		<b>8,400,534</b>
	<b>Notes Receivable</b>		
1411000	Notes Receivable	<u>701</u>	
	<b>Total Notes Receivable</b>		<b>701</b>
	<b>Fixed Assets</b>		
	Land, Building, Furniture & Equipment	30,728,854	
	Less: Accumulated Dep'n	<u>(20,044,044)</u>	
	<b>Net Fixed Assets</b>		<b>10,684,810</b>
	<b>Other Assets</b>		
	Premium on Municipal Bonds	<u>22,865</u>	
	<b>Total Assets</b>		<b><u><u>21,602,915</u></u></b>

03/10/2015  
2:25 PM

1020 Golden Rain Foundation  
Balance Sheet - GRF  
02/28/2015

Page: 2

P.O. Box 2069  
Seal Beach CA 90740

Description		
<b>Liabilities &amp; Stockholders Equity</b>		
<b>Current Liabilities:</b>		
2111700	Accounts payable	914,430
	Project Commitments	25,599
	Mutual Payable	700,223
	Accrued payroll & payroll taxes	580,645
	Accrued expenses	315,498
	Accrued property taxes	116,586
	<b>Total Current Liabilities</b>	<b>2,652,981</b>
	<b>Total Liabilities</b>	<b>2,652,981</b>
<b>Stockholders' Equity</b>		
<b>Mutuals' Beneficial Interest</b>		
3211000	Contingency Operating Reserve Equity	697,674
3212000	Reserve Equity	5,383,474
3213000	Equity in Capital Improvement Fund	1,668,088
3310000	Beneficial Interest in Trust	4,602,614
	<b>Total Mutuals' Beneficial Interest</b>	<b>12,351,849</b>
<b>Membership interest</b>		
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800
	Additional paid-in-capital	4,863,421
	<b>Total Paid-in-Capital</b>	<b>6,473,221</b>
	<b>Excess Income</b>	
	Current Year	124,864
	<b>Total Excess Income</b>	<b>124,864</b>
	<b>Net Stockholders' Equity</b>	<b>18,949,934</b>
	<b>Total Liabilities &amp; Stockholders' Equity</b>	<b>21,602,915</b>

**Golden Rain Foundation**  
**Cash Flow Activity - All Reserves**  
**For the Month of February 2015**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Committed Funds	Liability Insurance Fund	Other Restricted	Nonrestricted Funds	Total
<b>Balance 1/31/2015</b>	<b>697,674</b>	<b>5,307,685</b>	<b>1,830,126</b>	<b>(0)</b>	<b>200,000</b>	<b>405,272</b>	<b>15,619</b>	<b>8,456,375</b>
Funded: Assessments		83,333						83,333
Funded: Membership Fees collected (33)		18,129	36,808					54,937
Funded: Interest on Funds		1,539						1,539
Progress Payments on CIP								-
Expenditures		(75)	(198,847)					(198,921)
Commitments		(25,599)		25,599				-
Replenish funds for Donated Assets								-
Net Monthly Claims								-
Disbursement to Mutuals								-
Transfers between funds								-
Interest Income Allocation								-
Net Monthly Activity						18,889	586,591	605,481
<b>Balance 2/28/2015</b>	<b>697,674</b>	<b>5,385,013</b>	<b>1,668,088</b>	<b>25,599</b>	<b>200,000</b>	<b>424,161</b>	<b>602,210</b>	<b>9,002,744</b>
<b>Net Activity</b>	<b>-</b>	<b>77,328</b>	<b>(162,039)</b>	<b>25,599</b>	<b>-</b>	<b>18,889</b>	<b>586,591</b>	<b>546,369</b>

2015 Reserve Expenditures

Center	Description	Budget Amount	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan	Feb	Total			
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	3,300			0.00	3,300.00		3,300.00
34	Server Rack Cabinet UPS Backup Power Unit (Incl. 10% contingency)	3,300			0.00	3,300.00		3,300.00
34	Replace Wireless Access Points at Clubhouses (Incl. 10% contingency)	8,800			0.00	8,800.00		8,800.00
35	Reupholster Furniture	4,500			0.00	4,500.00		4,500.00
45	Replace Rigging Amphitheater Stage	25,000			0.00	25,000.00		25,000.00
45	Paint Amphitheater	6,000			0.00	6,000.00		6,000.00
45	Refinish Flooring- Amphitheater	8,000			0.00	8,000.00		8,000.00
48	Replace Hot Tub Cover	2,500			0.00	2,500.00		2,500.00
51	BBQ Replacement	3,500			0.00	3,500.00		3,500.00
51	25 Long Tables	2,500			0.00	2,500.00		2,500.00
51	30 Card Tables	2,500			0.00	2,500.00		2,500.00
51	40 Arm Chairs	6,000			0.00	6,000.00		6,000.00
52	2 Portable Microphone Systems	4,000			0.00	4,000.00		4,000.00
52	40 Arm Chairs	6,000			0.00	6,000.00		6,000.00
53	4 Portable Microphone Systems	8,000			0.00	8,000.00		8,000.00
53	40 Arm Chairs	6,000			0.00	6,000.00		6,000.00
54	30 Round Tables, 60" diameter	5,000			0.00	5,000.00		5,000.00
54	2 Portable Microphone Systems	4,000			0.00	4,000.00		4,000.00
54	40 Arm Chairs	6,000			0.00	6,000.00		6,000.00
54	Recover Partitions	6,000			0.00	6,000.00		6,000.00
54	New Kitchen Floor	4,500			0.00	4,500.00		4,500.00
54	Emergency Generator	2,500			0.00	2,500.00		2,500.00
55	New Bathroom Flooring by Café	2,500			0.00	2,500.00		2,500.00
56	1 Portable Microphone Systems	2,500			0.00	2,500.00		2,500.00
56	40 Arm Chairs	6,000			0.00	6,000.00		6,000.00
74	Remodel Service Minc Ofc (lights, paint, carpet, work stations) (726-14)	17,000		74.77	74.77	16,925.23		16,925.23
79	Street resurfacing, St. Andrews Drive	760,000			0.00	760,000.00		760,000.00
79	56 Trees Replaces in street medians	125,000			0.00	125,000.00		125,000.00
79	Main Gate Beautification - Globe	50,000			0.00	50,000.00		50,000.00
Total Planned Reserve Expenditures		1,090,900.00	0.00	74.77	74.77	1,090,825.23	0.00	1,090,825.23

Total Reserve Expenditures

1,090,900.00	0.00	74.77	74.77	1,090,825.23	0.00	1,090,825.23
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Capital Improvement Fund Carryover from 2014

Center	Description	Budget Amount	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan	Feb	Total			
30	Admin. Building Remodel 2014 (Lighting) (ARB2014)	1,000			0.00	1,000.00	117.00	883.00
32	Barcode label printer	1,000			0.00	1,000.00		1,000.00
34	Surveillance Camera Expansion	1,000			0.00	1,000.00	522.00	478.00
34	Jenark System							
37	Automated Pedestrian Gate	53,571		19,786.00	19,786.00	33,785.00		33,785.00
37	4 Visitor Admissions Printers	15,000			0.00	15,000.00		15,000.00
37	Portable security cameras for outdoor use	4,000			0.00	4,000.00		4,000.00
79	Resales Office Remodel (725-14)	558	408.79		408.79	149.21		149.21
79	Perimeter wall sections R (591-01B-R)	70,000		1,409.21	1,409.21	68,590.79		68,590.79
79	Perimeter wall sections A (591-01B-A)	10,156	9,310.00		9,310.00	846.00		846.00
79	Perimeter wall sections J & K (591-01B-JK)	341,850		75,600.00	75,600.00	266,250.00		266,250.00
79	Westminster Wall Section L & M/ Engineering (668-11B)	702,900		2,600.00	2,600.00	700,300.00		700,300.00
79	Landscape Improvement - Canoe Brook/EI Dorado (713-14)	23,475			0.00	23,475.00		23,475.00
79	In-Road Lighting Plan- St. Andrews- Lighted Crosswalk (702-14)	26,777		26,776.50	26,776.50	0.50		0.50
79	St. Andrews Improvement @ Tam O'Shanter (721-14)	80,750		72,675.00	72,675.00	8,075.00		8,075.00
79	Street Painting (708-14-PS)	59,463			0.00	59,463.00		59,463.00
79	St. Andrews Gate Improvements (723-14)	56,494			0.00	56,494.00		56,494.00
79	Del Monte Drive Removal & Replacement (722-14)	50,000			0.00	50,000.00		50,000.00
79	Bridge Repairs @ Burning Tree & Del Monte (3361-14P)	154,234			0.00	154,234.00		154,234.00
79	Pharmacy Pedestrian Circulation and Ramp Design (710-14)	4,380	4,380.00		4,380.00	0.00		0.00
79	Re-Roofing Community Facilities Buildings - CH1 (711-14)	50,000			0.00	50,000.00		50,000.00
79	Paint Front Gate Security Buildings (716-14)	90,000			0.00	90,000.00		90,000.00
79	Paint Front Gate Security Building (716-14)	7,000			0.00	7,000.00		7,000.00
79	2014 Trust Street Paving	8,000			0.00	8,000.00		8,000.00
79	Paint Exterior Resales Building (718-14)	5,000			0.00	5,000.00		5,000.00
<b>Total Planned Capital Acquisitions</b>		<b>1,816,608</b>	<b>14,098.79</b>	<b>198,846.71</b>	<b>212,945.50</b>	<b>1,603,662.50</b>	<b>639.00</b>	<b>1,603,023.50</b>

Total Capital Acquisitions

<b>1,816,608</b>	<b>14,098.79</b>	<b>198,846.71</b>	<b>212,945.50</b>	<b>1,603,662.50</b>	<b>639.00</b>	<b>1,603,023.50</b>
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From 2013 Capital Carryover 25,156  
From 2014 Capital Carryover 1,791,452  
**Total Carried to 2015 Capital Improvement Fund @1/1/2015 1,816,608**

2015 Capital Plan

Center	Description	Budget Amount	EXPENDITURES			Remaining Balance	Labor	Variance
			Jan	Feb	Total			
22	Back Hoe attachment	15,000			0.00	15,000.00		15,000.00
22	Water storage, pump and hose	5,000			0.00	5,000.00		5,000.00
22	Evacuation chairs (2)	4,000			0.00	4,000.00		4,000.00
33	Caregiver pass printer	3,000			0.00	3,000.00		3,000.00
34	Credit Card POS Solutions	5,500			0.00	5,500.00		5,500.00
34	Second Server/Rm Mods (ITS-01)	63,800			0.00	63,800.00		63,800.00
34	Main Server Room Modifications	6,600			0.00	6,600.00		6,600.00
34	CH4 Technology Enhancements	44,000			0.00	44,000.00		44,000.00
34	Visual Display Solutions	22,000			0.00	22,000.00		22,000.00
36	Backup Server - Macintosh	9,663			0.00	9,663.00		9,663.00
36	Dell Workstation Monitors	1,416			0.00	1,416.00		1,416.00
37	Radar Trailer	9,000			0.00	9,000.00		9,000.00
37	Patrol Car Security Cameras	3,000			0.00	3,000.00		3,000.00
37	Security Camera Monitors	3,000			0.00	3,000.00		3,000.00
38	Swing out Stop Signs for Buses	13,000			0.00	13,000.00		13,000.00
38	In Bus Cameras	12,000			0.00	12,000.00		12,000.00
38	Bus Backup Proximity Sensors	3,000			0.00	3,000.00		3,000.00
40	Additional Sand Trap	4,000			0.00	4,000.00		4,000.00
51	BBQ Area Wind Wall & Electrical Line	5,000			0.00	5,000.00		5,000.00
54	Conference Room Mic System	12,000			0.00	12,000.00		12,000.00
56	Ballet Barre	2,000			0.00	2,000.00		2,000.00
Total Planned Capital Acquisitions		245,979.00	0.00	0.00	0.00	245,979.00	0.00	245,979.00

Total Capital Acquisitions

245,979.00	0.00	0.00	0.00	0.00	245,979.00	0.00	245,979.00
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**Golden Rain Foundation**  
**Quick Balance Sheet Analysis**  
**For the Period Ended February 28, 2015**

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	474,275	1,077,790	(603,515)
Current Assets	10,894,538	10,981,698	(87,160)
Current Liabilities	2,652,906	2,103,188	549,718
Current Ratio	4.11	5.22	
Designated Deposits:	9,002,744	8,428,130	574,614
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			
Committed Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,343,130	1,327,767	15,363	1.16
Expense	1,136,679	1,188,509	51,830	4.36
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>206,451</b>	<b>139,258</b>	<b>67,193</b>	
Year To Date	Actual	Budget	Variance	%
Income	2,560,510	2,597,126	(36,616)	(1.41)
Expense	2,281,718	2,441,081	159,363	6.53
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>278,792</b>	<b>156,045</b>	<b>122,747</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2015
105.79	151.85	154.28

In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following Committee meetings:

- Minutes of the Library Committee Board Meeting of February 4, 2015
- Minutes of the Recreation Committee Board Meeting of February 9, 2015
- Minutes of the ITS Committee Board Meeting of February 10, 2015
- Minutes of the Executive Committee Board Meeting of February 10, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of February 11, 2015
- Minutes of the Communications Committee Board Meeting of February 12, 2015
- Minutes of the Physical Property Committee Board Meeting of February 13, 2015
- Minutes of the Finance Committee Board Meeting of February 17, 2015

Using a consent calendar format, the GRF Board of Directors is requested to approve these Committee Board meeting minutes in one motion.

These Committee Board meeting minutes will be available on the Foundation's website for view after approval. If you would like a hard copy of the minutes, please see a staff member in the Administration Office.

Thank you.

March 24, 2015 meeting of the Board of Directors  
Executive Directors Report



A fellow Shareholder yelling “fire” can be one of the scariest words that can be heard. Fires are devastating, even a small fire and the associated smoke will cost thousands of dollars in damage, large fire hundreds of thousands of dollars, and will be life changing. Just imagine losing everything you have, yes, most items can be replaced, but just think about those irreplaceable items that can never be replaced: the family photo albums, personal and family memorabilia, and those small items of family and friends that create warm and fond memories. Everything, a life’s worth of memories, all gone in a matter of minutes and will never be replaced once destroyed by fire.

Regretfully the occurrence of fire is happening in an ever increasing cycle. In the past 8 years, there have been more fires than in the previous forty plus years. For those who have lost all, our deepest and most sincere sympathy. The time is now for everyone to work together and stop fires. Yes, we have the power to stop fires from happening. The number one cause of fires in the community is kitchen fires. Being mindful while you cook can go a long way to helping prevent these fires.

**Here's what you need to know!**

- Keep an eye on what you fry
- Be alert when cooking
- Keep things that can catch fire away from cooking area
- NEVER leave the kitchen while cooking – Watch that pot and pan.

According to the National Fire Protection Association, cooking fires are not only the leading cause of home structure fires, the majority of kitchen fire injuries occur when victims try to fight the fire themselves. Wouldn't it be smarter to avoid cooking fires altogether? You can, with the following kitchen safety tips.



## If you have a cooking fire

- Just get out! When you leave, close the door behind you to help contain the fire.
- Call 9-1-1 after you leave.
- If you try to fight the fire with an approved fire extinguisher, be sure others are getting out and you have a clear way out. (Purchasing has small kitchen fire extinguishers for \$8.26)
- Keep a lid nearby when you're cooking to smother small grease fires. Smother the fire by sliding the lid over the pan and turn off the stovetop. Leave the pan covered until it is completely cooled.
- For an oven fire, turn off the heat and keep the door closed.

## Safety considerations for cooking with oil

Oil is a key ingredient found in the majority of today's kitchens. Whether a recipe calls for frying or sautéing, we include oil in almost all of our daily cooking. When using any of the many oils to prepare your meals like olive, canola, corn or soybean, consider the following safety tips when cooking:

- **Always stay in the kitchen** when frying on the stovetop.
- Keep an eye on what you fry. If you see wisps of smoke or the oil smells, immediately turn off the burner and/or carefully remove the pan from the burner. Smoke is a danger sign that the oil is too hot.
- Heat the oil slowly to the temperature you need for frying or sautéing.
- Add food gently to the pot or pan so the oil does not splatter.
- Always cook with a lid beside your pan. If you have a fire, slide the lid over the pan and turn off the burner. Do not remove the cover because the fire could start again. Let the pan cool for a long time. **Never throw water or use a fire extinguisher on the fire.**
- If the fire does not go out or you don't feel comfortable sliding a lid over the pan, get everyone out of your home. Call the fire department from outside.

Cooking fires, you have the power to prevent this



Leave no pot or pan unwatched

## General Project Update

### 1. PHARMACY ENTRANCE

- Physical Property Committee agreed to look at the possibility of using Project Funds not used after the Pavement Project is completed to reduce risk in this area
- Physical Property was asked to look at the cost to provide covered bus benches in front of the Pharmacy to prevent pedestrians from tripping over the curb
- Estimate of \$26,000 to install three bus shelters
- Craig Webber looking into possible solution to the area
- Solution to be presented to PPC in April 2014
- Action by the Physical Property Committee at their April meeting to approve the plan for removing two trees replacing concrete and adding bollard options and to have staff send out a RFP bringing bids back to a future meeting
- RFP scheduled to go out for bid mid-July
- At the July 10 PPC the committee asked staff to include a solution for the handicap parking in front of the Pharmacy
- Review/Modification to RFP in process
- Pharmacy entrance was given to the Architectural Design Review Committee for their input
- At its September meeting PPC requested staff to contract with ADA Inspections Plus LLC to perform a circulation evaluation and ramp design for the Administration and Health care areas.
- At its October meeting the PPC reviewed plans from ADA Inspections Plus and asked staff to make some changes and present them at the next meeting
- PPC at its November meeting asked staff to send out an RFP for this project on plans approved at this meeting RFP in process
- RFP sent out and bids are due back at Februarys PPC meeting
- At its 2/13/15 meeting two bids were opened and the PPC is recommend M.J. Jurado be awarded this project due to their experience in the community. The cost to complete this project is \$98,837 plus a 10% contingency of \$9,883 for a total of \$108,720. This information was forwarded to the Finance Committee for funding
- The Finance Committee – At its March meeting the Finance Committee recommended to include \$59,000 of funding from 2015 Capital funds.
- Action placed on the GRF Board 3/24/15 agenda

### 2. TRUST STREET PAINTING

- RFP sent out mid August. Bids due back September 8 and opened at the PPC September meeting
- To be included in the 2014 Paving Project
- At its meeting on September 12, 2014, the Physical Property Committee unanimously recommended a contract be awarded to PCI for this work, this item is on the GRF agenda for September



- GRF Board approved this project at its October 2, 2014 meeting. Start date is November 3, 2014 work in process
- Contractor is taking care of punch list

### 3. AUTOMATIC GATE AT MAIN GATE EXIT

- Action by the SBT Committee to have Physical Property Department send out RFP
- Physical Property Department developed RFP
- Physical Property Department received 3 bids
- Contract executed on 1/21/14
- Gate will be installed after Perimeter Wall is complete.
- Physical Property Staff working with the contractor to set equipment for the gate
- The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options will be presented at the November PPC.
- This item is on the GRF Board agenda for November to approve installation of an Vortex Gate not to exceed \$15,000 installed
- Gate is on order and scheduled for installation early April

### 4. PERIMETER WALL PROJECT 2014 SECTION A

- Action by the Physical Property Committee at its February 2014 meeting to inspect the condition of the remaining walls and bring back to the Committee 3 options to replace section L and M was requested at its Feb meeting
- Inspections in process Information presented at March PPC Meeting
- Physical Property Committee at its March meeting asked staff send out RFP for grading plans at Perimeter Wall section L and M with wall to be moved to the outer edge of property
- RFP in process (need soil sample first)
- Action by the Physical Property Committee to have staff provide cost for soil sample at section L and M and to have staff obtain a cost for removal and replacement of sections I, J and K from the current contractor. Cost from current contractor was discussed
- Physical Property Committee at its May meeting asked staff send out RFP for replacement of J and K having wall sections broke down and include a cost for section I
- At the May PPC budgeted funds of 8,500 were approved to have staff obtain soil samples for the property along wall sections L and M
- Soil Samples collection from section L and M conducted July 5, results came back clean
- Staff is working with OCFC to determine property line access requirements, drainage details and gate requirements at C/H 2 for Sections J and K
- OCFC has no record of property line. Quotes are being collected for the cost of a survey
- At the August PPC Meeting the Committee directed staff to focus on replacement of Section A in place of Section J and K. Cost will be presented at the September PPC Meeting



- At its meeting on September 12, 2014, the Physical Property Committee unanimously recommended the Board award a contract to Dantuma Masonry for the replacement of Perimeter Wall Section A, this item is on the September GRF Board agenda
- GRF Board approved Perimeter Wall Section A at its October 2, 2014 meeting. Start date is scheduled for November 3, 2014, work in process. Meet with Mutual 15 Board on project flow
- Block Wall, Tree and landscape removal started 11/19/2014 along section A.
- Work in process

#### 5. ROOF REPLACEMENT CLUBHOUSE 1

- Action by the PPC at their April meeting to send out an RFP to re roof Clubhouse 1 and have staff provide options for skylights and materials was made
- Direction was given to staff at the May PPC meeting to send out an RFP to re roof Clubhouse 1 and not include an option for skylights
- RFP sent out bids due back August 26 and will be opened at the PPC September meeting
- At its meeting on September 12, 2014 the Physical Property Committee unanimously voted to recommend the Board award a contract to Adco Roofing & Weather Proofing for the replacement of the A-Frame and lower portion roofs of Clubhouse One, this item is on the September GRF Board agenda
- Architectural Review Committee chose the color of the roof
- GRF Board approved this project at its October 2, 2014 meeting. Start date is scheduled for November 3, 2014,
- Final ridge venting to be completed by April
- Work in process

#### 6. PAINTING CLUBHOUSE 3 INTERIOR

- At its November 14th meeting the PPC opened 4 bids and asked staff to analyze the bids and bring a recommendation back to the next meeting
- The GRF Board approved to award a contract with General Coatings in the amount of \$26,950 to paint the interior of Clubhouse 3 At its December 19, 2014 meeting
- Contractor will start work January 26 and will be working after hours
- Work in process and scheduled to be completed by April 1, 2015

#### 7. SALES OFFICE UPGRADES

- At its December 19, 2014 GRF Board meeting the Board approve \$70,000 to upgrade the Sales office
- The Service Maintenance Department is conducting minor repairs and the Physical Property Department has sent out RFP's for paint , carpet and window covering

- Work in progress

#### 8. DEL MONTE GRIND AND OVERLAY

- At its December 12, 2014 meeting the GRF Board approved to award a contract to NPG not to exceed \$154,234 to grind and overlay the pavement on Del Monte from Northwood to Golden Rain rd
- Work Scheduled to start February 5, 2015
- R/R complete final paint scheduled for 2/20/15
- Completed – Final Report

#### 9. TAM O'SHANTER ALIGNMENT PROJECT

- At its December 12, 2014 meeting the GRF Board approved to award a contract to MJ JURADO for the Tam O' Shanter St. Andrews road improvements for the amount of \$49,400
- Contract is executed and scheduling in process
- Work in process and in final stages.

#### 10. AMPHITHEATER PAINT STAGE

- Staff is sending out RFP to paint the stage area of the Amphitheater
- ADRC color choice is Ocean Beach #958
- The Physical Property Department received 3 quotes to paint the interior. After reviewing the bids at its 2/13/2015 meeting the PPC selected General Coatings for a cost of \$7,450 to complete this task and sent this item to the Finance Committee for funding
- Item on the February GRF Board agenda for approval

#### 11. AMPHITHEATER STAGE FLOOR REFINISH AND INTERIOR PAINT

- Staff is sending out RFP to refinish the stage floor at the Amphitheater
- The Physical Property Department received 3 quotes to refinish the floor of the Amphitheater Stage. After reviewing the bids at its 2/13/2015 meeting the PPC selected Los Al Builders for a cost of \$12,865 to complete this task and sent this item to the Finance Committee for funding
- February GRF Board approval
- Contracts executed, with work scheduled to begin in April

#### 12. SERVICE MAINTENANCE UPGRADES

- Staff is sending out RFP's to replace carpet, paint, workstations and window coverings for the Service Maintenance Office
- Pending Board review

#### 13. GLOBE ENTRY MONUMENT REPAIRS AND CONSERVATION

- PPC on February 13, 2015 reviewed 3 options of repair for the Globe with 6 different contractors. The PPC unanimously choose the option to sandblast down to bare metal, make repairs as needed and paint one color.
- Action by the GRF Board at its February 24, 2015 meeting to repair and conserve the Trust asset identified as the Globe in the amount not to exceed \$163,270.00 was passed
- Contract executed March 10, 2015
- Work in process, contract completion date May, 8 2015
- Color change order of \$20,955.14 to be presented to the GRF Board for approval at their March 24, 2015 meeting

#### 14. PAVING PROJECT SOUTH ST. ANDREWS DRIVE/ST.ANDREWS GATE

- The PPC at its March meeting accepted quotes from Urban Crossroads to complete studies for the St. Andrews paving project and St Andrews Gate at a cost of \$4,780.00 and \$3,590.00
- Contract in process

#### 15. PERIMETER WALL SECTION B

- PPC at its March meeting approved staff to conduct a survey of the property line with Anacal Engineering at a cost not to exceed \$9,999.00
- Contract in draft stage

#### 16. TREE REMOVAL ON NASSAU AND 1.8

- PPC at its March meeting approved staff to remove 11 trees and plant material between the entrance and exit of 1.8 and next to the Perimeter wall.
- Physical Property Department is scheduling work with SpectrumCare

### IT Services Project Update

#### 1. JENARK/MICROMAIN MIGRATION

- Continuing work around for SRO processing from Adapt into Jenark
- Training sessions held with Security Department.
  - Violations module is in use, setups continue to be made
  - Watch Commanders embracing Jenark screens
  - Positive comments shared during last training session
  - Procedure book being written, self-training being performed
- LockBox Service for remittance payments live with US Bank



- Payment coupons produced with integrated print/mail vendor
- Accounting
  - At the end of January 2015, the following tasks were completed:
    - Balance Sheets for GRF & Mutuals were built.
    - Budget Comparison Reports for GRF & Mutuals were built.
    - Financial Statement Summary for Mutuals was built.
    - Other miscellaneous queries were built.
    - Began posting monthly recurring charges in Jenark.
    - Began posting SROs to shareholder accounts.
    - Set up recurring journal entries.

## Jenark Project Complete – Final Report

- MicroMain
  - Continuing research on completing integration with Jenark
    - MicroMain proposal - \$47,000
    - Mazztec – Reviewing, will have proposal after full scope review
  - Currently reviewing new solutions as an option to replace MicroMain

## 2. LICENSE PLATE RECOGNITION

- 1) All gates installed
  - North Gate complete (2 cameras)
  - St. Andrews complete (2 cameras)
  - Main Gate (4 cameras, 2 installed)
    - Lazy Susan being built by Maintenance for bi-directional 3rd camera
    - 4<sup>th</sup> camera being installed

Project in final stages to be completed by April 1 – Final Report

## 3. MICROSOFT OFFICE 2013 TRANSITION

- 2<sup>nd</sup> Phase - 20 licenses to be purchased and installed
  - i. Accounting, Administration, Community Facilities

## 4. SERVER ROOM MODIFICATIONS

- Approved by IT Services Committee on 3/10/2015
- ITS, Service Maintenance and outside vendor met to discuss plan to begin work.
- Acquisition of required materials in progress.
- Room has been cleaned and prepped for work.

## 5. CREDIT CARD PAYMENT / POS SOLUTIONS FOR PURCHASING

- Committee approved 3/11/2015
- Working with US Bank to order POS bundle kit and establish service.

### Recreation

Amphitheater rigging scheduled in April for repairs and replacement of components.

### Security

- In a comparison of February 2014 to February 2015 security reports recap, the only significant items of note:
  - Increase in
    - Theft (petty, primarily bicycles, ladders and items in carports and patios)
    - Incident
  - Decrease in
    - In all other reportable areas
- 11 reported traffic incidents/accidents in February; incidents are in the very minor to minor category.

Note: Bicycles and ladders thefts can be prevented by making sure that bikes and ladders are locked to something solid. If you see suspicious activity report it immediately.