



AGENDA
RECREATION COMMITTEE

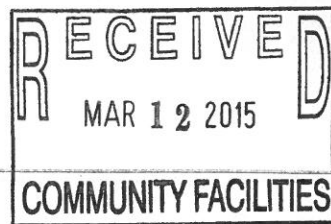
Administration Conference Room

Monday, April 13, 2015

1:00 PM

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. Welcome Guests, Staff and Rules of Order
4. Approval of the Regular Meeting Minutes of March 9, 2015
5. Guest Comments on Agenda Items
6. Correspondence
7. Unfinished Business
 - a. 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 (pg. 6-32)
 - b. 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. (pg. 33-56)
 - c. Farmers Market (pg. 57)
8. New Business
 - a. Replace Carpet in Golf Starter Shack
 - b. New Conference Room – Discussion Only
 - c. Mini Farm Product Use (pg. 58)
 - d. Video Projector Replacement
9. Reports
 - a. Dog Park Sub-Committee
 - b. Swimming Pool Sub-Committee
 - c. Entertainment Sub-Committee
 - d. City of Seal Beach Centennial Sub-Committee
 - e. Executive Director
 - f. Recreation Supervisor
10. President's Comments
11. Committee Member Comments
12. Guest Comments
13. Next Meeting – May 11, 2015
14. Adjournment

Agenda is subject to Change



March 11th 2015

Terry DeLeon
Physical Property

Dear Mr. DeLeon,

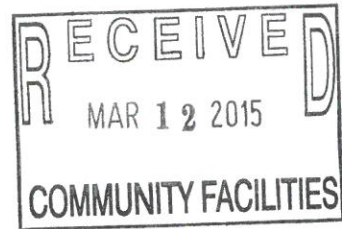
I'm writing on behalf of the
Leisure World International Y Service Club,
formerly known as the L.W. Int'l Y's Men Club.
We would like to ask for permission and
help to attach a memorial plaque to the
bench donated by the Y's Men Club in front of
C.H. 4 off of Northwood and close to St. Andrews.

The plaque is to honor former members, Jim
and Audrey Mueller. They helped to start the
club back in 1991 and worked sacrificially
side by side to establish the Club, seeing
to it's success as a vital service to the
many residents of our community. Jim
was also an International President representing
the United States and Leisure World. ☺

Thank you for your consideration!

Sincerely,

Margaret Himes
President, Y Service Club



Chairman of Recreation Committee

Leisure World

Seal Beach, CA

ATT: Cathy Rapp

The Lapidary and Jewelry Club is requesting a replacement kiln for the Kress Electric Furnace which is in need of multiple repairs and can no longer be calibrated. Replacing this old kiln with a larger model will provide the added benefit of being able to accommodate the members increased interest in glass fusion projects. The monthly glass fusion classes have been enthusiastically attended and have successfully increased the Lapidary and Jewelry Club’s membership. The class projects routinely take several days of kiln scheduling to accommodate the number of pieces to be fused

The current interest in glass fusion has extended beyond the small jewelry pieces that are routinely made. Our current kiln is too small for the larger projects and is busy every day fusing small projects. The club is requesting at least a 17 inch kiln for making multiple medium sized pieces or for larger plates and bowls and room for expanding.

Studio Pro 17	\$1520	Pacific Art Glass	www.pacificartglass.com
110/120 unit		Fusion Head Quarters	Fusionheadquarters.com

(Studio Pro 17 with Rampmaster with Express Mode Controller)

(110/120 Electrical does not need new wringing in Lapidary.)

Respectfully,

President

Vice President

Supervisor

From: Marisa McAuley
Sent: Thursday, March 19, 2015 3:54 PM
To: Randy L. Ankeny
Subject: FW: Shareholder call re: smokers by Ampitheater

Please see email below

Sincerely,
Marisa McAuley
Asst. to the Executive Director
Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Tel: (562) 431-6586, ext. 310
Fax: (714) 841-1251
Email: marisam@lwsb.com

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From: Tai Fulton
Sent: Thursday, March 19, 2015 3:35 PM
To: Marisa McAuley
Cc: Jodi Hopkins
Subject: Shareholder call re: smokers by Ampitheater

Good afternoon,

Agnes Storey, M-4, 43-C, 714-350-1296, called to complain that people are smoking in the front of the Ampitheater on the north side of the Health Care Center. They have chairs and ash trays there she said.

She leaves the Health Care Center and crosses in front of that area and has to go through the smoke. Ms. Storey feels that smoking should not be allowed around the Health Care Center.

Jodi suggested I forward this call to you since it is regarding GRF property.

Thanks.

Tai Fulton
Office Secretary
Mutual Administration
Golden Rain Foundation
P.O. Box 2069, Seal Beach, CA 90740
Tel: (562) 431-6586, ext. 313
Fax: (562) 431-3501
Email: taif@lwsb.com

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Sandy Downen

From: Carole Damoci <caroledamoci@yahoo.com>
Sent: Sunday, March 29, 2015 9:25 PM
To: Marisa McAuley; Deanna Bennett; Liz Lubin; Sandy Downen; Fara Quirin; Judy Wooten
Cc: Ronde Winkler Forwarding Address; Linda Stone Forwarding Address
Subject: Policies

Please send to each committee for their April meeting.

The new year will start soon and one of the biggest problems for new directors is trying to find the policies for their committees. We would like a consensus from each committee letting us put the dash number for their cost center on the end of the policies for that committee. We will only change the dash number. Such as -50 for Rec. and -37 for Security.

If the committee agrees we will have it done before the start of the new year in June.

Carole Damoci
Re-write Sub-committee

This email has been scanned by the Symantec Email Security.cloud service.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Outside Buses

- 1. The merchants of Rossmoor Shopping Center and the Golden Age Foundation are authorized to extend their free bus service between Rossmoor Shopping Center and Leisure World on each trip, in accordance with Policy 1401.1, Bus Stops – Outside Buses.
- 2. Los Alamitos Medical Center is permitted to operate a bus service within Leisure World. The route and schedule is subject to review and supervision of Administration.
- 3. Country Villa is permitted to operate a shuttle service within Leisure World. The route includes Clubhouse One, Clubhouse Two, Clubhouse Three and the Leisure World Health Care Center. The operation is subject to review by the Security, Bus & Traffic Committee of the Golden Rain Foundation.

Policy
Adopted: 16 Jan 95
Amended: 15 Jun 65
Amended: 15 Mar 66
Amended: 19 Jul 66
Amended: 20 Feb 79
Amended: 15 Apr 80
Amended: 20 Nov 84
Amended: 15 Sept 92

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sept 92)

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.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Commercial Use

1. The community recreational facilities of Leisure World are to be maintained and preserved for the social and recreational benefit and activities of all residents of Seal Beach Leisure World, and not for the operation of commercial endeavors or the practicing of professions.
2. All clubs and organizations of members that are recognized by the Foundation under Policy 1202 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 Seal Beach Leisure World and non-members are solicited to attend. Personal guests of individuals are welcome when in the company of a 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.

A club or individual may reserve a room for a meeting, other than a regularly scheduled meeting, for the purpose of making a presentation and/or distributing material for a prepaid trip, but no promotional activity may be conducted.
4. 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 fundraising within the recognized clubs or groups at regularly scheduled meetings.
5. Commercial use of all other community facilities, including but not limited to Golden Rain Foundation office buildings, maintenance yard, Leisure World Health Care Center, and streets and sidewalks, is expressly prohibited unless an exemption is granted by action of the Golden Rain Foundation Board of Directors.

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

DRAFT

1403-50

**COMMUNITY OPERATIONS
USE OF COMMUNITY FACILITIES-RESERVATIONS**

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.

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.

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

Limitations have been placed on certain community facilities due to limited capacity and/or potential safety concerns. The Recreation Supervisor is authorized to verify the status of any user upon request and may enlist the Security Staff and/or other agencies to enforce this policy.

1. The following community facilities and appurtenant areas are provided for the use of current Foundation members in good standing only:
 - a. Golf course, swimming pool, wood shop, ceramics room, computer room, exercise room, lapidary room, sewing room, and car wash.
 - 1) Professional health care providers may assist resident patients who use the swimming pool and remain with their patients during their stay in the pool, but health care providers may not use the pool facilities.
 - 2) Scheduled golf tournaments take precedence when approved in advance by the Recreation Supervisor.
2. The following community facilities and appurtenant areas are provided for the use of current Foundation members in good standing and their guests who are at least 18 years old. Residents must be present at all times when guests are using these facilities.
 - a. Pool/billiards rooms and table tennis area.
 - 1) The table tennis area may only be used during authorized table tennis hours.
3. 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 Supervisor.
 - b. Risers may not be stacked upon one another for any activity in a clubhouse.
 - c. Football, baseball, soccer, hockey, and other such games may not be played on Golden Rain Foundation property due to the possibility of injury to residents and/or guests.

(Apr 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Limitations on Use

- 4. For the purpose of control and safety, the following limitations must be adhered to for flea markets, rummage sales, and craft fairs, excluding the Golden Rain Foundation Arts and Crafts Festival.
 - a. Flea markets, rummage sales, or craft fairs will not be allowed for a four-week period prior to the Golden Rain Foundation 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 Foundation members.
 - 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.
- 5. 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 (dances, etc.) or Foundation amenity use (gym, pool, etc.) is solely limited to that of attendant to the Foundation member for whom service is being rendered.

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

**GOLDEN RAIN FOUNDATION
Seal Beach, California**

(Apr 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

DRAFT

1. 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.

A. The following community facilities and appurtenant areas are only provided for the use of current Golden Rain Foundation (GRF) shareholder/members in good standing:

1. Golf course (See policy 1429.1-50 & 1429.2-50);
2. Swimming pool (See policy 1468-50);
3. Wood shop;
4. Exercise room (See policy 1466-50);
5. Lapidary room; and
6. Car wash.

B. 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.

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

D. Due to safety factors, the following limitations must be adhered to:

1. 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;
2. 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;
3. Use of skateboards, razor type scooters, roller skates or roller blades is prohibited on Trust properties; and
4. Risers may not be stacked upon one another for any activity in a clubhouse.

E. 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 when guests are using these facilities:

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES**

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

2. Clubhouse Rules

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

- A. 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.
- B. 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.
- C. 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.
- D. The regulation of the thermostats shall only be controlled by the custodian on duty with adjustment permitted by request of shareholder/members.
- E. Malfunctioning and/or damaged equipment shall be reported to the custodian or the Recreation Department.
- F. Items shall not be hung on draperies or partitions at any time.
- G. 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.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

- H. Items shall not be stored behind the stage drapes in Clubhouse Four (4), or in any hazardous area of any clubhouse.
- I. Decibel sound levels inside clubhouses and outdoor entertainment areas should not exceed eighty (80) decibels and will be monitored by staff on duty.
- J. Children under the age of eighteen (18) years shall remain under the constant supervision of a shareholder/member.
- K. Smoking of any kind is prohibited in the clubhouses, in common outdoor areas and public patio areas (See Policy 1412.2-50, Smoking).
- L. Only licensed service animals are permitted in community facilities. (See Policies 1023 & 1023.1)
- M. 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.
- N. Any person, persons or activities which disturb an event shall be brought to the attention of the custodian or the Security Department.
- O. All damages, repairs or unusual cleaning costs shall be the responsibility of the reserving shareholder/member.
- P. Shareholder/members shall notify the Recreation Department when a caterer will be used in a clubhouse. (See Policy 1431-50, Caterers)
- Q. Candles shall be permitted in community facilities without carpeting if:
 - 1. Birthday candles are placed on birthday cakes (or similar candles on other types of cakes).

3. 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.

4. Eligible Organizations

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.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

- A. The GRF reserves the right to disallow the use of any of its facilities to any club or organization.
- B. The club shall have a defined purpose. A current annual application, with bylaws attached, must be filed with the Recreation Department;
- C. The club shall specify a regularly scheduled meeting time and place;
- D. There shall be an annual business meeting, including election of three (3) officers, and financial accounting to shareholder/members of all funds;
- E. The Recreation Department shall be kept informed of any change of officers, or change in purpose of the club;
- F. 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;
- G. Caregivers can not belong to any club unless they are a GRF shareholder/member;
- H. 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

5. 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.

6. Dances

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

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

7. Hours

- A. The clubhouses will be open for the use of shareholder/members and guests accompanying them from 7:30 am to 10:30 pm.
- B. 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. (See policy 1429.1-50 & 1429.2-50)
- C. 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.
- D. The Amphitheater and stage will be available for use by recognized clubs by reservation only. (See policy 1412-50)
- E. The Golden Age Foundation can use the Hospitably area in Clubhouse Six (6) on any holiday for the benefit of the shareholder/members.
- F. 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.
- G. Clubhouses One (1), Two (2), Five (5), and Six (6) will be closed Thanksgiving Day. Exceptions are at the discretion of the Recreation Supervisor.
- H. The Downtown Cafe located on the first floor of Clubhouse Five (5) is open every day from 5:00am to 9:00pm.
- I. Any permanent operational time change must be approved by the Recreation Committee.

8. Notice of Closing

Whenever it may become necessary to close 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.

COMMUNITY OPERATIONS
USE OF COMMUNITY FACILITIES

9. Charges

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

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****Clubhouse Reservations**

The clubhouses and other recreation facilities, including the Clubhouse One Picnic Area, of the Golden Rain Foundation are maintained for the use and enjoyment of Foundation members.

The policy of the Foundation is that the facilities will be made available, wherever practical, for the maximum use of all members.

In order to make maximum use of the facilities, the Recreation Department is assigned to schedule the use of the clubhouses and other facilities for members and member organizations.

Reservations will be planned to provide for the following needs:

1. Adequate facilities for the corporate boards and committees.
2. Public functions sponsored by the Recreation Department.
3. Adequate facilities for religious services, including special services for religious holidays and for patriotic holidays.
4. Programs and/or functions that provide important information or services for the benefit of all members (to be determined administratively).
5. Facilities for recognized Foundation organizations.
6. Reservations for private parties must be by members only.
7. All regularly scheduled reservations will be automatically canceled on the following holidays each year: Thanksgiving Day, Christmas Day, New Year's Eve and New Year's Day.
8. Some scheduled reservations will be canceled on Election Days as required, if the clubhouse is to be used for polling, with advance notification to the organization.

(Apr 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Clubhouse Reservations

9. The Clubhouse Two Card Room is unavailable for reservations.

The Recreation Supervisor is responsible for the equitable application of this policy.

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

DRAFT

1411-50

**COMMUNITY OPERATIONS
USE OF COMMUNITY FACILITIES-RESERVATIONS**

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.

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)

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.

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.

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
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.

USE OF COMMUNITY FACILITIES

Liability Insurance - Clubs

All clubs and organizations of members of the Golden Rain Foundation, using space in any recreational or community facility of the Foundation, will be covered by the Foundation’s liability insurance while using a facility of the Golden Rain Foundation. The limits of liability will be as specified in the current insurance policy.

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

DRAFT

1431-50

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 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.

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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.

1. Operations of the Festival will be under the direction and administration of the Department Manager of the Foundation.
2. The individuals designated to work with the Department Manager on the Festival shall be composed of members of the Recreation Committee.
3. The Department Manager 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.
4. All income for the Festival shall be treated as miscellaneous income of the Recreation Department and deposited in the account of the Foundation upon receipt.
5. The Department Manager will submit a report of the Festival activities to the Recreation Committee at the close of the Festival.

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 06)

COMMUNITY OPERATIONS
USE OF COMMUNITY FACILITIES

DRAFT

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.
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

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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
- 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	

(Sept 92)

COMMUNITY OPERATIONS

1402

USE OF COMMUNITY FACILITIES

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

**Executive Director
Golden Rain Foundation**

(May 86)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 74)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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 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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Mar 99)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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
Adopted: 21 Aug 84
Amended: 21 Apr 87
Amended: 21 Sep 04
Amended: 19 Feb 08

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Feb 08)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****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 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.

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****Reservation Procedures**

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 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

Adopted: 20 Nov 90
Amended: 31 Jan 95
Amended: 19 Jun 96
Amended: 18 Feb 97
Amended: 16 Sep 03

GOLDEN RAIN FOUNDATION
Seal Beach, California

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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 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

Approved: 14 Mar 68
Revised: 19 Mar 84
Revised: 18 Feb 88

**Executive Director
Golden Rain Foundation**

(Feb 88)

COMMUNITY OPERATIONS

USE OF COMMUNITY 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 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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 14)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****Amphitheater Reservations**

All uses of the amphitheater and stage are on a reservation basis scheduled by the Recreation Department.

A. Amphitheater. The priorities for amphitheater use are:

1. Foundation and Mutual annual or special stockholders' meetings.
2. Recreation Department programs and functions, and public functions sponsored by the department.
3. Recognized club meetings and programs needing large seating capacity.

B. Stage. Separate stage reservations are made on the same priority as amphitheater.

Policy

Adopted: 18 May 72 (effect. 1 Jul 71)

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 71)

Page 1 of 1

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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
Adopted: 16 Jun 81

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jun 81)

COMMUNITY OPERATIONS**USE OF COMMUNITY FACILITIES****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.

(Jul 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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.

(Jul 14)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

GOLDEN RAIN FOUNDATION
Seal Beach, California

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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).
- 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	

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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

(March 2014)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Clubhouse Rules

entry/exit doors or where appropriate.

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.

(March 2014)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Clubhouse Rules

- 19. Additional charges for custodial or staff time shall be assessed to the reserving 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

GOLDEN RAIN FOUNDATION
Seal Beach, California

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

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****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.
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).

(Mar 81)

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Arts and Crafts Festival Regulations

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

Regulation

Approved: 16 May 72
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

Executive Director

Golden Rain Foundation



Golden Rain Foundation

Leisure World, Seal Beach

COMMITTEE ACTION REQUEST

TO: RECREATION COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: FARMERS MARKET
DATE: APRIL 2, 2015
CC: FILE

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 10-15 stalls. Estimated costs \$716 - \$966. Proposed funding would be through GL6481500-40 Community Entertainment.

Enriched Farms (www.enrichedfarms.com), is still interested in providing the Farmers Market, providing that GRF secure the required city business license.

Action Requested: Approval of an amount up to \$1,000.00 for a city business license and a recommendation to the Board of Directors to authorize the Executive Director to take the steps required to secure a city business license for the purpose of holding a community farmers market upon Trust property.



MEMO

TO: RECREATION COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: MINI FARMS
DATE: APRIL 1, 2015
CC: FILE

Concerns have risen of the possibility of improper use of chemicals, fertilizers, pesticides and/or any other product being used within the mini farms.

The following recommended action:

Send notice to the Mini Farm Club, use of any products within the mini farms must be clearly labelled for horticultural use, applied and disposed of in strict accordance with all labelled instructions.



MEMO

TO: RECREATION COMMITTEE
FROM: TERRY DE LEON, RECREATION SUPERVISOR
SUBJECT: SUPERVISORS REPORT
DATE: APRIL 3, 2015
CC: FILE

1. The 2015 Amphitheater show line up is complete and we are working on finding sponsors, also the Entertainment Sub-Committee will be working on Saturday show selections.
2. The Recreation Department will be putting on a Cinco de Mayo celebration in conjunction with Taco Tuesday on May 5th at Clubhouse 6 from 5:00 pm to 7:00 pm with a Mariachi group by the name of Trio, Mariachi Cari. <http://www.triomariachicapri.com/home.html>
3. We are currently in negotiations with Enriched Farms to bring the first farmers market to Leisure World.
4. The City will be in Clubhouse 4 on June 6, 2015, from 10:00 am to 12:00 pm to give the Shareholders the opportunity to voice their options on a new Aquatics center being built in the City of Seal Beach.
5. The start of the Amphitheater rigging has been delayed one week due to staffing issues.



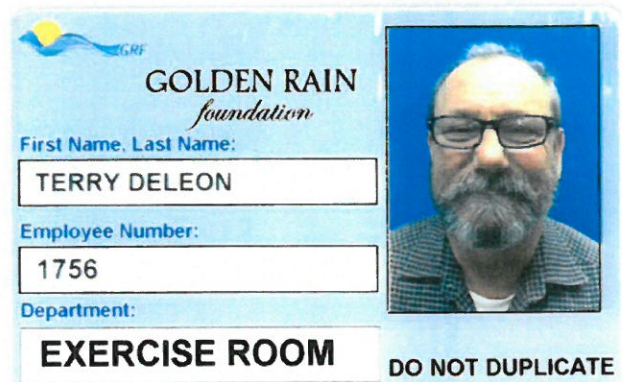
MEMO

TO: RECREATION COMMITTEE
FROM: TERRY DE LEON
SUBJECT: EMPLOYEE I.D. BADGE
DATE: APRIL 6, 2015
CC: FILE

The Recreation Department has staffing in three locations Golf starters, Pool attendants and Exercise room attendants. At this time, the existing staff has no form of identification that makes them easily identified as staff working for the Golden Rain Foundation.

Recently, there has been a few occasions where staff has needed to inform a member that they had broken policy. A shareholder had stopped by my office to complain that they had no way of knowing if that person was a staff member or just another member.

To make staff easily identified, I am requesting the Committee approve identification badges for all staff working in the above mentioned locations.(See sample below)





MEMO

TO: RECREATION COMMITTEE
FROM: TERRY DE LEON, RECREATION SUPERVISOR
SUBJECT: CAFÉ COMMISSION STATEMENT COMPARISON
DATE: MARCH 25, 2015
CC: FILE

2014	2015
March: \$97.21	January: \$123.13
April: \$167.05	February: \$212.78
May: \$155.41	
June: \$119.22	
July: \$122.23	
August: \$211.30	
September: \$170.08	
October: \$254.02	
November: \$104.55	
December: \$124.01	
2014 Totals: \$1,525.08	

GOLDEN RAIN FOUNDATION
MAY 3, 2015
RECREATION DEPARTMENT PROJECT REPORT

1. CLUBHOUSE ONE LOBBY FURNITURE REPLACEMENT

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- A. Clubhouse One furniture replacement is part of the 2013 Budget.
- B. The Recreation Committee approved the purchase of new furniture not to exceed \$15,000 and to select a sub-committee to make selection and report to the Recreation Committee with selection.
- C. Project approved by the Board at its March 25, 2014 meeting.
- D. All furniture is in house and painting is in progress estimated completion July 25, 2014.
- E. Dish installation was completed as of 2/19/2015.
- F. Project complete.
- G. Problems with Direct T.V. and we are looking into other options.

2. TACO TUESDAYS

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- A. The Recreation Committee approved a 60 day trial for Taco Tuesday night at Clubhouse Six at its August 11, 2014 Committee.
- B. The first Taco Tuesday night was no September 9, 2014 and was very well attended with approximately 75 to 125 Shareholders pass thru the line in the first hour.
- C. Taco Tuesdays are still going strong the food truck company has made some changes to speed up the line and from all the reports that I have received all is going well.
- D. The Recreation Department will continue to monitor the progress for the 60 day trial period.
- E. At the November 10, 2014 Recreation Committee meeting the trial period was extended for an additional six months.
- F. Taco Tuesday is going very well with no issues.

3. SHUFFLEBOARD WHITE BOARDS

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- A. The Recreation Committee approved the installation of white boards at Clubhouse One at its November 10 meeting.
- B. Maintenance will start work the week of the February 9th 2015.
- C. Maintenance is completing some touch up items.

4. PIZZA THURSDAY

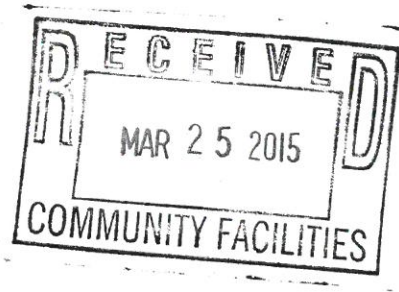
Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- A. Pizza Thursday started on March 12, 2015 and sold approximately 300 pizzas on the first day of providing service.
- B. Pizza Thursday on March 19, 2015 sold approximately 200 pizzas.
- C. Pizza Thursday on March 26, 2015 sold approximately 180 pizzas.
- D. Pizza Thursday on May 2, 2015 sold approximately 200 pizzas.

5. AMPHITHEATER RIGGING

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- A. Contract signed on March 1, 2015 and start date is March 30,205.
- B. The amphitheater has been cleared out and ready for work to begin.
- C. Work on the rigging has been delayed for one week due to staffing issues at True Roll.



Golden Rain Foundation-GOLDRAIN
13533 Seal Beach Blvd.
Seal Beach, CA 90740

Commission Statement

For collects from 2/1/2015 to 2/28/2015

Location	POS	Commission	Item	Revenue	Unit	Amount
Description	Description	Description	Description	Basis	Basis	Owed
Rate						
Customer: GOLDRAIN-Golden Rain Foundation						
Leisure World						
LW1OCC-LW 1st Outside L/R Coke Can						
Commission						
All - Vending						
				\$356.10	12.00%	\$42.73
LWC5SN-LW Cafe Club House Snack #5						
Commission						
All - Vending						
				\$372.90	12.00%	\$44.75
LWILHT-LW Inside L/R Coffee						
Commission						
All - Vending						
				\$648.90	12.00%	\$77.87
LWIMX-LW Inside L/R Royal Max						
Commission						
All - Vending						
				\$395.25	12.00%	\$47.43
Total for location Leisure World:						\$212.78
Amount Due:						\$212.78

Budget Variance Report - February 2015
RECREATION C.C.# 40,45,46,48,49,51,52,53,54,55AND56

cc	GL Code	Account Description	Variance	Explanation
For Cost Center 40 there is a Negative variance of 8,046 to the budget. The variance is due to the following.				
40	6100000	Salaries & Wages	5,529	Due to removing a full position from the Recreation Department.
		Total Explained Variances	5,529	

cc	GL Code	Account Description	Variance	Explanation
For Cost center 45 there is a positive variance of 1,732 to the budget. There are no major discrepancies to report at this time.				
		Total Explained Variances	-	

cc	GL Code	Account Description	Variance	Explanation
For Cost Center 46 there is a positive variance of 4,238 to the budget. The variance is due to the following.				
46	6475600	Landscape Maintenance - Extras	2,174	No extras used this at this time.
		Total Explained Variances	2,174	

cc	GL Code	Account Description	Variance	Explanation
For Cost Center 48 there is a negative variance of 1,699 to the budget. The variance is due to the following.				
		Building Supplies		Repair items from 2014 have been carried over and
48	6410005		-1,738	paid from the 2015 budget.
48	6410020	Equipment Expense	1,910	No funds need at this time.
48	6425100	Natural Gas	-1,558	Higher gas usage due to operational issues.
48	6471000	Building Repair & Maintenance	-1,830	Carried over from 2014 pool repairs.
		Total Explained Variances	<u>(3,216)</u>	

cc	GL Code	Account Description	Variance	Explanation
For Cost Center 49 there is a negative variance of -824 to the budget. The variance is due to the following.				
		Janitorial Services		Minimum wage increase in July 2014, not included in
49	6474100		-887	budget.
		Total Explained Variances	(887)	

cc GL Code Account Description Variance Explanation
 For cost Center 51 there is a positive variance of 1,949 to the budget. There are no major discrepcies to report at this time.

Total Explained Variances -

cc GL Code Account Description Variance Explanation
 For Cost Center 52 there is a positive variance of 1,716 to the budget. There are no major discrepcies to report at this time.

Total Explained Variances -

cc GL Code Account Description Variance Explanation
 For Cost Center 53 there is a positive variance of 2,573 to the budget. The variance is due to the following.
 53 6420100 Electricity 1,012 Low usage due to mild weather conditions.
 Total Explained Variances 1,012

cc GL Code Account Description Variance Explanation
 For Cost Center 54 there is a positive variance of 3,036 to the budget. The variance is due to the following.
 54 6420100 Electricity 1,535 Low usage due to mild weather conditions.
 Total Explained Variances 1,535

cc GL Code Account Description Variance Explanation
 For Cost Center 55 there is a positive variance of 226 to the budget. There are no major discrepcies to report at this time.

Total Explained Variances -

cc GL Code Account Description Variance Explanation
 For Cost Center 56 there is a positive variance of 3,160 to the budget. There are no major discrepcies to report at this time.
 56 6429100 Electricity 1,913 Low usage due to mild weather conditions.
 Total Explained Variances 1,913

66

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Recreation								
12,540	16,238	3,698	6100000 40	Salaries & Wages - Recreation	28,567	34,096	5,529	211,904
1,129	1,531	402	6140000 40	Employment Taxes - Recreation	2,278	3,546	1,268	16,830
1,533	1,656	123	6142000 40	Workers' Compensation - Recreation	3,066	3,314	248	15,491
170	2,172	2,002	6143000 40	Group Insurance - Medical - Recreation	3,268	4,347	1,079	26,067
(3)	44	47	6143300 40	Group Insurance - Dental - Recreation	64	82	18	522
5	33	28	6143500 40	Group Insurance - Vision - Recreation	52	62	10	392
357	357	0	6144000 40	401(k) Match - Recreation	712	747	35	4,657
75	80	5	6145000 40	Group Insurance - Life - Recreation	195	161	(34)	961
57	93	36	6146000 40	Long Term Disability Insurance - Recreat	150	191	41	1,121
0	42	42	6211000 40	Continuing Education - Recreation	0	83	83	500
0	0	0	6214000 40	Meals & Special Events - Recreation	0	0	0	250
0	13	13	6215000 40	Mileage - Recreation	0	25	25	150
9	30	20	6217000 40	Uniforms & Laundry - Recreation	26	59	33	355
50	125	75	6410000 40	Office Supplies - Recreation	263	250	(13)	1,500
0	42	42	6410005 40	Building Supplies - Recreation	0	83	83	500
33	45	12	6410010 40	Hospitality - Recreation	98	90	(8)	540
0	42	42	6410015 40	Computer Supplies - Recreation	0	83	83	500
136	42	(95)	6410030 40	Printer / Copier Supplies - Recreation	238	83	(155)	500
0	25	25	6472000 40	Equipment Repair & Maintenance - Recreat	0	50	50	300
2,150	2,150	0	6481500 40	Community Entertainment - Recreation	5,600	5,100	(500)	30,200
0	10	10	6482000 40	Dues, Memberships & Books - Recreation	0	20	20	120
0	1,500	1,500	6484000 40	Permits & Licenses - Recreation	1,525	1,500	(25)	4,500
0	83	83	6951000 40	Non-Budgeted Exp for Committee - Recreat	0	167	167	1,000
18,242	26,351	8,109		Total Expenses	46,104	54,141	8,036	318,860
Other Cost Recovery								
15	0	15	5385000 40	Other Income - Recreation	15	0	15	0
15	0	15		Total Other Cost Recovery	15	0	15	0
26,520	26,525	(5)	5330000 40	Income / Refund from Mutuals - Recreatio	53,657	53,662	(5)	318,862
26,535	26,525	10		Total Cost Recovery	53,672	53,662	10	318,862
Off Budget Items								
8,293	174	8,119		Net Income / (Expenses)	7,568	(479)	8,046	2

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Amphitheater								
108	63	(46)	6410005 45	Building Supplies - Amphitheater				
0	146	146	6410020 45	Equipment Expense - Amphitheater	109	125	16	750
1,255	1,683	428	6420100 45	Electricity - Amphitheater	0	292	292	1,750
0	125	125	6471000 45	Building Repair & Maintenance - Amphithe	2,510	3,366	855	20,195
0	117	117	6472000 45	Equipment Repair & Maintenance - Amphith	0	250	250	1,500
40	83	43	6478000 45	Service Contracts - Amphitheater	0	233	233	1,400
0	0	0	6481500 45	Community Entertainment - Amphitheater	80	167	87	1,000
0	0	0	6484000 45	Permits & Licenses - Amphitheater	0	0	0	194,800
0	0	0	6485000 45	Production Expense - Amphitheater - Amph	0	0	0	500
1,404	2,216	813		Total Expenses	2,699	4,433	1,734	16,875
Other Cost Recovery								
0	0	0	5380450 45	Show Sponsorship Income - Amphitheater	0	0	0	238,770
0	0	0		Total Other Cost Recovery	0	0	0	13,000
18,814	18,816	(2)	5330000 45	Income / Refund from Mutuals - Amphitheater	37,628	37,630	(2)	225,770
18,814	18,816	(2)		Total Cost Recovery	37,628	37,630	(2)	238,770
Off Budget Items								
17,410	16,600	811		Net Income / (Expense)	34,929	33,197	1,732	0

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Golf Course								
3,411	3,391	(20)	6100000 46	Salaries & Wages - Golf Course				
397	395	(2)	6140000 46	Employment Taxes - Golf Course	6,990	7,145	155	44,207
486	525	39	6142000 46	Workers' Compensation - Golf Course	452	831	379	5,084
69	47	(22)	6144000 46	401(k) Match - Golf Course	971	1,047	76	4,908
0	17	17	6410000 46	Office Supplies - Golf Course	136	96	(40)	618
0	42	42	6410005 46	Building Supplies - Golf Course	0	33	33	200
0	42	42	6410020 46	Equipment Expense - Golf Course	5	83	79	500
0	42	42	6471000 46	Building Repair & Maintenance - Golf Cou	12	83	72	500
0	60	60	6472000 46	Equipment Repair & Maintenance - Golf Co	0	83	83	500
11,109	11,664	555	6475100 46	Landscape Maint. - Contract - Golf Cours	0	120	120	720
0	1,086	1,086	6475600 46	Landscape Maint. - Extras - Golf Course	22,218	23,329	1,111	139,973
					0	2,172	2,172	13,036
15,471	17,310	1,839		Total Expenses	30,784	35,023	4,240	210,246
17,508	17,510	(2)	5330000 46	Income / Refund from Mutuals - Golf Cous	35,163	35,165	(2)	210,245
17,508	17,510	(2)		Total Cost Recovery	35,163	35,165	(2)	210,245
Off Budget Items								
2,037	200	1,837		Net Income / (Expense)	4,379	142	4,238	(1)

P.O. Box 2069
Seal Beach CA 90740

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Swimming Pool								
5,232	5,118	(114)	6100000 48	Salaries & Wages - Swimming Pool				
610	596	(14)	6140000 48	Employment Taxes - Swimming Pool	11,401	10,782	(619)	66,720
685	740	55	6142000 48	Workers' Compensation - Swimming Pool	1,028	1,252	224	6,532
0	470	470	6410000 48	Office Supplies - Swimming Pool	1,370	1,479	109	6,920
78	42	(36)	6410005 48	Building Supplies - Swimming Pool	45	941	896	5,643
673	1,336	663	6410020 48	Equipment Expense - Swimming Pool	1,821	83	(1,738)	500
1,767	2,064	297	6420100 48	Electricity - Swimming Pool	763	2,672	1,910	16,033
135	130	(5)	6422000 48	Telephone - Swimming Pool	3,172	4,128	956	24,770
2,033	1,750	(283)	6425100 48	Natural Gas - Swimming Pool	269	260	(9)	1,560
26	100	74	6471000 48	Building Repair & Maintenance - Swimming	5,058	3,500	(1,558)	21,000
12	300	288	6472000 48	Equipment Repair & Maintenance - Swimmin	2,030	200	(1,830)	1,200
610	133	(477)	6484000 48	Permits & Licenses - Swimming Pool	298	600	302	3,600
					610	267	(343)	1,600
11,860	12,779	920		Total Expenses	27,865	26,164	(1,701)	156,078
12,977	12,975	2	5330000 48	Income / Refund from Mutuals - Swimming	26,309	26,307	2	156,077
12,977	12,975	2		Total Cost Recovery	26,309	26,307	2	156,077
1,117	196	922		Net Income / (Expense)	(1,556)	143	(1,699)	(1)

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Janitorial								
0	0	0	6410000 49	Office Supplies - Janitorial	13	0	(13)	0
2,199	1,978	(221)	6410040 49	Janitorial Supplies - Janitorial	4,616	3,956	(660)	23,737
83,928	85,560	1,632	6474100 49	Janitorial Services - Janitorial	172,012	171,125	(887)	1,026,725
86,127	87,538	1,412		Total Expenses	176,642	175,081	(1,561)	1,050,462
Other Cost Recovery								
4,035	3,660	375	5380490 49	Recovered Janitorial - Janitorial	8,069	7,324	745	43,924
4,035	3,660	375		Total Other Cost Recovery	8,069	7,324	745	43,924
83,875	83,880	(5)	5330000 49	Income / Refund from Mutuals - Janitoria	167,749	167,758	(9)	1,006,538
87,909	87,540	369		Total Cost Recovery	175,818	175,082	736	1,050,462
Off Budget Items								
1,783	2	1,781		Net Income / (Expense)	(823)	1	(824)	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse One								
942	333	(609)	6410005 51	Building Supplies - Clubhouse One	1,067	667	(400)	4,000
0	458	458	6410020 51	Equipment Expense - Clubhouse One	64	917	853	5,500
1,504	1,790	285	6420100 51	Electricity - Clubhouse One	3,266	3,579	313	21,475
0	249	249	6471000 51	Building Repair & Maintenance - Clubhous	0	499	499	2,993
356	383	27	6472000 51	Equipment Repair & Maintenance - Clubhou	411	767	355	4,600
151	208	58	6478000 51	Service Contracts - Clubhouse One	231	417	186	2,500
0	200	200	6483000 51	Propane - Clubhouse One	0	400	400	1,000
561	150	(411)	6484000 51	Permits & Licenses - Clubhouse One	561	300	(261)	1,800
3,514	3,772	259		Total Expenses	5,600	7,545	1,945	43,868
3,656	3,652	4	5330000 51	Income / Refund from Mutuals - Clubhouse	7,312	7,308	4	43,868
3,656	3,652	4		Total Cost Recovery	7,312	7,308	4	43,868
142	(120)	263		Net Income / (Expense)	1,712	(237)	1,949	0

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Two								
10	125	115	6410005 52	Building Supplies - Clubhouse Two	77	250	173	1,500
0	425	425	6410020 52	Equipment Expense - Clubhouse Two	31	850	819	5,100
2,309	2,313	4	6420100 52	Electricity - Clubhouse Two	4,367	4,625	258	27,750
607	250	(357)	6471000 52	Building Repair & Maintenance - Clubhous	607	500	(107)	3,000
26	333	307	6472000 52	Equipment Repair & Maintenance - Clubhou	86	667	580	4,000
80	208	128	6478000 52	Service Contracts - Clubhouse Two	160	416	256	2,500
561	150	(411)	6484000 52	Permits & Licenses - Clubhouse Two	561	300	(261)	1,800
3,593	3,804	211		Total Expenses	5,890	7,608	1,718	45,650
3,804	3,806	(2)	5330000 52	Income / Refund from Mutuals - Clubhouse	7,608	7,610	(2)	45,650
3,804	3,806	(2)		Total Cost Recovery	7,608	7,610	(2)	45,650
Off Budget Items								
211	2	209		Net Income / (Expense)	1,718	2	1,716	0

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Three								
94	83	(11)	6410005 53	Building Supplies - Clubhouse Three	342	167	(175)	1,000
41	292	251	6410020 53	Equipment Expense - Clubhouse Three	477	583	106	3,500
1,657	2,582	925	6420100 53	Electricity - Clubhouse Three	4,152	5,163	1,012	30,980
14	150	136	6471000 53	Building Repair & Maintenance - Clubhous	14	300	286	1,800
0	442	442	6472000 53	Equipment Repair & Maintenance - Clubhou	0	883	883	5,300
80	208	128	6478000 53	Service Contracts - Clubhouse Three	160	417	257	2,500
0	100	100	6484000 53	Permits & Licenses - Clubhouse Three	0	200	200	1,200
1,886	3,857	1,970		Total Expenses	5,145	7,714	2,569	46,280
3,857	3,853	4	5330000 53	Income / Refund from Mutuals - Clubhouse	7,714	7,710	4	46,280
3,857	3,853	4		Total Cost Recovery	7,714	7,710	4	46,280
Off Budget Items								
1,971	(4)	1,974		Net Income / (Expense)	2,569	(4)	2,573	0

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Four								
66	125	59	6410005 54	Building Supplies - Clubhouse Four	204	250	46	1,500
0	17	17	6410010 54	Hospitality - Clubhouse Four	54	33	(21)	200
0	392	392	6410020 54	Equipment Expense - Clubhouse Four	432	783	351	4,700
1,556	2,269	713	6420100 54	Electricity - Clubhouse Four	3,003	4,538	1,535	27,225
180	225	45	6425100 54	Natural Gas - Clubhouse Four	399	450	51	2,700
9	125	116	6471000 54	Building Repair & Maintenance - Clubhous	9	250	241	1,500
137	250	113	6472000 54	Equipment Repair & Maintenance - Clubhou	157	500	343	3,000
80	233	153	6478000 54	Service Contracts - Clubhouse Four	160	467	307	2,800
561	375	(186)	6484000 54	Permits & Licenses - Clubhouse Four	561	750	189	4,500
2,590	4,010	1,421		Total Expenses	4,980	8,021	3,041	48,125
4,010	4,015	(5)	5330000 54	Income / Refund from Mutuals - Clubhouse	8,020	8,025	(5)	48,125
4,010	4,015	(5)		Total Cost Recovery	8,020	8,025	(5)	48,125
Off Budget Items								
1,420	5	1,416		Net Income / (Expense)	3,040	4	3,036	0

Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Five								
48	83	36	6410000 55	Office Supplies - Clubhouse Five	48	167	119	1,000
0	42	42	6410005 55	Building Supplies - Clubhouse Five	0	83	83	500
0	42	42	6410020 55	Equipment Expense - Clubhouse Five	455	83	(372)	500
670	698	28	6420100 55	Electricity - Clubhouse Five	1,339	1,396	57	8,375
0	125	125	6471000 55	Building Repair & Maintenance - Clubhous	53	250	197	1,500
43	67	23	6472000 55	Equipment Repair & Maintenance - Clubhou	43	133	90	800
80	442	362	6478000 55	Service Contracts - Clubhouse Five	919	883	(35)	5,300
0	78	78	6484000 55	Permits & Licenses - Clubhouse Five	0	155	155	930
841	1,575	735		Total Expenses	2,857	3,151	294	18,905
Other Cost Recovery								
123	155	(32)	5385201 55	Cafe Commissions Income - Clubhouse Five	247	310	(63)	1,860
123	155	(32)		Total Other Cost Recovery	247	310	(63)	1,860
1,420	1,425	(5)	5330000 55	Income / Refund from Mutuals - Clubhouse	2,840	2,845	(5)	17,045
1,543	1,580	(37)		Total Cost Recovery	3,087	3,155	(68)	18,905
Off Budget Items								
702	5	698		Net Income / (Expense)	230	4	226	0

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Feb Actuals	Feb Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
Expenses - Clubhouse Six								
5,141	4,784	(357)	6100000 56	Salaries & Wages - Clubhouse Six	10,435	10,080	(355)	62,360
599	557	(42)	6140000 56	Employment Taxes - Clubhouse Six	873	1,174	301	6,556
640	692	52	6142000 56	Workers' Compensation - Clubhouse Six	1,280	1,381	101	6,468
56	45	(11)	6144000 56	401(k) Match - Clubhouse Six	107	95	(12)	591
45	150	105	6410005 56	Building Supplies - Clubhouse Six	165	300	135	1,800
0	175	175	6410020 56	Equipment Expense - Clubhouse Six	0	350	350	2,100
2,633	3,590	957	6420100 56	Electricity - Clubhouse Six	5,266	7,179	1,913	43,075
266	128	(138)	6422000 56	Telephone - Clubhouse Six	531	257	(274)	1,540
0	250	250	6471000 56	Building Repair & Maintenance - Clubhous	0	500	500	3,000
0	292	292	6472000 56	Equipment Repair & Maintenance - Clubhou	0	583	583	3,500
80	417	337	6478000 56	Service Contracts - Clubhouse Six	919	833	(85)	5,000
0	0	0	6484000 56	Permits & Licenses - Clubhouse Six	0	0	0	225
9,460	11,079	1,619		Total Expenses	19,576	22,733	3,156	136,215
11,324	11,320	4	5330000 56	Income / Refund from Mutuals - Clubhouse	22,979	22,975	4	136,215
11,324	11,320	4		Total Cost Recovery	22,979	22,975	4	136,215
Off Budget Items								
1,864	241	1,623		Net Income / (Expense)	3,403	242	3,160	0