EXECUTIVE COMMITTEE

Agenda

Administration Conference Room
Monday, February 9, 2018
1:00 p.m.

1. **Call to Order/Pledge of Allegiance**
2. **Roll Call/Notice of Quorum**
3. **Chairs Announcements**
    a. Introduction of Guests and Staff:
    Randy Ankeny, Executive Director
    Cindy Flynn, Human Resources Director
    Paul Bristow, Security Services Director
    Barbara Shuler, Finance Manager
    Deanna Bennett, Recording Secretary

    b. Rules of Order

    c. Chairs Report
4. **Approval of Minutes**
    a. Minutes of January 12, 2018 (pp. 1-4)
5. **Shareholder/Member Comments – Agenda Items Only**

    (Limited to 3 minutes per person)
6. **Correspondence (n/a)**
7. **Unfinished Business**
    a. Review Injury Illness Prevention Program document
8. **New Business**
    a. Salary Survey (handout)
    b. Approval of Election Provider (pp. 5-6)
    c. Approval of Group Health Insurance (pp. 7-10)
    d. Approve Release of Incident-Related Information to Service Clubs (pp. 11-12)
    e. 401(k) Eligibility Changes (pp. 13-14)
9. **Policies**
    a. Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct (pp. 15-16)

b. Amend Policy 5092.01-30, Board of Directors Censure Procedure (pp. 17-20)
c. Amend Policy 5092.02-30, Motion to Censure (pp. 21-22)
d. Adopt Correspondence – Notice of Motion to Censure (pp. 23-24)
e. Adopt Proof of Service/Notice of Meeting regarding possible Censure (pp. 25-26)
f. Adopt Motion to Censure Checklist (pp. 27-28)
g. Adopt Policy regarding Anti-Discrimination - update
h. Adopt Policy regarding GRF BOD Travel and Reimbursement (pp. 29-36)
i. Rescind Policy 5508-30, Renewal of Service and Maintenance Contracts (pp. 37-38)
j. Review Administration Policy Index (pp. 39-40)
k. Review Administration Policies:
    1. 1022-30, Petitions (pp. 41-42)
    2. 1220-30, Resident Specialists (pp. 43-44)
    3. 5020-30, Organization of the Board (pp. 45-46)
    4. 5024-30, Committee Structure (pp. 47-50)
    5. 5101-30, Limitation of Term – Standing Committee Chairmen (pp. 51-52)
    6. 5440-30, Emergency Plan (pp. 53-54)
    7. 5442-30, Community Emergency Preparedness (pp. 55-56)
    8. 5604-30, Publication of Minutes (pp. 57-58)
    9. 5610-30, Participation by Foundation Members (pp. 59-60)

10. **Subcommittee Reports (n/a)**

11. **Staff Reports**

a. Human Resources Director (handout)
b. Finance Manager (handout)
c. Executive Director

12. **Shareholder/Member Comments**

(Limited to 3 minutes per person)

13. Committee Member Comments

14. **Adjourn to Executive Committee Executive Session**

a. Approval of Executive Session Minutes
b. Personnel

15. Next Meeting/Adjournment

a. **March 9, 2018, 1:00 p.m., Administration Conference Room**

EXECUTIVE COMMITTEE MINUTES
Friday, January 12, 2018

The meeting of the Executive Committee was held on Friday, January 12, 2018. The meeting was called to order at 1:00 p.m. by Chair Damoci, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mrs. Reed.

ROLL CALL

Present:	Mrs. C. Damoci, Chair	Mrs. L. Perrotti
	Ms. L. Stone, President	Ms. K. Rapp
	Ms. S. Hopewell	Mrs. J. Reed
	Mr. B. Lukoff	

Staff and Guests:
Mr. R. Ankeny, Executive Director
Ms. C. Flynn, Director of Human Resources
Ms. B. Shuler, Finance Manager
Mrs. D. Bennett, Recording Secretary
Mr. R. Stone, GRF Representative, Mutual One
Ms. P. Snowden, GRF Representative, Mutual Two
Ms. I. Heinrichs, GRF Representative, Mutual Eleven
No Foundation Members

CHAIR'S ANNOUNCEMENTS

The Chair welcomed and introduced Foundations members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with; there was not a quorum of the Golden Rain Foundation Board of Directors (GRF BOD).

In accordance with California Civil Code Section 4090, please be advised that a quorum of the Golden Rain Foundation Board of Directors (GRF BOD) is present at today's posted meeting. The business of the Executive Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting *and* a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF BOD at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member/shareholder comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members/Shareholders. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes at the meeting in February.

CHAIR'S ANNOUNCEMENTS

The Chair introduced Executive Director Randy Ankeny, Human Resources Director Cindy Flynn, Finance Manager Barbara Schuler, and Recording Secretary Deanna Bennett.

CHAIR'S REPORT

The Chair did not present a report.

APPROVAL OF COMMITTEE MINUTES

The minutes of December 8, 2017 were approved, as presented.

SHAREHOLDER/MEMBER COMMENTS (AGENDA ITEMS ONLY)

No shareholder/members spoke on agenda topics.

CORRESPONDENCE

No items of correspondence were received by the Committee.

UNFINISHED BUSINESS

Review Injury Illness Prevention Program document

The Safety/Emergency Coordinator was unable to attend the meeting due to an unforeseen circumstance. The review of the IIPP (Injury Illness Prevention Program) document will take place in February.

Review draft GRF Director Booklet

The Committee reviewed and amended the GRF Director Booklet.

Ms. Hopewell MOVED, seconded by Mrs. Reed and carried unanimously by the Committee members-

TO recommend the GRF BOD authorize use of the GRF Director Booklet.

ADP System Update

The Human Resources Director presented an update of the implementation of the ADP Systems.

DRAFT

NEW BUSINESS

Salary Survey

The salary survey will be discussed next month.

Review Administration Policy Index

The Chair requested the Committee to review the Administration policy index to determine which are policies, which are rules, which are charters and which are procedures.

Amend Policy 5092-30, Board of Directors Code of Ethics and Conduct, Policy 5092.01, Board of Directors Censure Procedure, and Policy 5092.02, Motion to Censure

The GRF President and the Executive Director will forward clarifying questions pertaining to the Code of Ethics policies to corporate counsel.

Adopt Policy regarding Anti-Discrimination

The Committee will forward the draft policy to corporate counsel for removal of references to Mutuals.

Adopt Policy regarding GRF BOD Travel and Reimbursement

The Committee concurred to review the draft policy at the February Committee meeting.

SUBCOMMITTEE REPORTS

Emergency Council Report

The Chair advised that this topic will be removed from forthcoming agendas.

STAFF REPORTS

Human Resources Director

The Human Resources Director presented the Human Resources report, as attached.

Ms. Rapp MOVED, seconded by Ms. Stone and carried unanimously by the Committee members-

TO accept the Project Coordinator job description, as presented.

Finance Manager

The Finance Manager presented the Finance Manager's report, as attached.

Executive Director

The Executive Director on reported on subjects pertaining to the community.

DRAFT

MEMBER COMMENTS

No members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS

Seven Committee members spoke on topics related to today's Committee meeting.

ADJOURNMENT

The meeting was adjourned 4:16 p.m.

_____

Carole Damoci
Chair, Executive Committee
01.12.18

DRAFT

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: COURTNEY KNAPP, ELECTIONS SPECIALIST
SUBJECT: APPOINT 2018 ELECTION PROVIDER
DATE: FEBRUARY 1, 2018

Policy 5025-30, Election Procedures, states that the Executive Committee (EC) "will recommend that the Board appoint the election services company as its Inspector(s) of Election."

At its meeting on September 26, 2017, the Golden Rain Foundation (GRF) Board unanimously awarded a contract to Accurate Voting Services to perform the general election services for the GRF and Mutual corporations for years 2018, 2019 and 2020.

I move to recommend the Board appoint Accurate Voting Services as the Inspectors of Election

for the 2018 GRF Board of Directors election, as set forth in Policy 5025-30.

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

MEMO

TO: EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: GRF HEALTHCARE BENEFITS RENEWAL
DATE: FEBRUARY 9, 2018

The annual review of the Foundation's employee group benefit contracts has been completed for the period of April 1, 2018 through March 31, 2019. The information was provided by the Foundation's insurance broker, Burnham Benefits. The cost to the Foundation, services provided to our employees, plan design, customer service of each carrier, and the access to care were considered.

The health insurance market has continued to see low double digit increases, with California running near 12%, according to the National Conference for State Legislatures:
(Source: http://www.ncsl.org/research/health/health-insurance-premiums.aspx)

Medical Insurance
Our incumbent carrier, Kaiser, gave us an initial renewal quote for the 2018-2019 plan year with a 6.6% increase in rates for our current plans. Staff requested the best rate they could provide and Kaiser reduced the increase to 3.6%.

Kaiser of Southern California continues to have the highest Health Insurance Plan ranking in California for Private HMO Plans based on rankings from the National Committee for Quality Assurance.
(Source: http://reportcards.ncqa.org/)

For our 2016 plan year, the Foundation elected a Kaiser plan with modifications to the copays to mitigate premium increases, including a $500 copay for hospitalization. GRF chose to offset the additional out-of-pocket expenses to employees by establishing a fund to reimburse the first $500 for any employee or covered dependent for the year.

Dental, Life, Long Term Disability (LTD), Accidental Death & Dismemberment (AD&D) and Employee Assistance Program (EAP)
The renewal from Guardian for Dental, Life, LTD, AD&D, and the EAP coverage offers identical coverage as our expiring plans initially indicated a 3.9% overall premium increase, but after negotiations, Guardian revised the quote with a **rate-pass** (no change) for both the PPO and HMO coverage. We also received quotes from other carriers such as MetLife, Principal, and The Standard which quoted a rate for decreases between 8.1% and 11.4%, but the network of dental providers for these plans would require many of our employees to change dental providers to retain coverage, and

would also increase the cost of administering our plans by adding an additional carrier to maintain.

Vision Insurance
Guardian's renewal proposal for VSP Vision coverage with identical coverage as our current plan was quoted at a rate-pass (no change) for the premium.

Employee Paid Insurances
The renewal of the basic life insurance from Guardian also allows the renewal of the voluntary life coverage offered to employees. The renewal offers identical coverage as our expiring Plans with a rate-pass in the premium. This coverage is 100% paid by the employee. The voluntary plan will also eliminate the benefit reduction at age 65.

The renewal of the pet insurance with VPI Pet offers the same coverage as our current Plan. This coverage is 100% paid by our employees.

Flexible Spending Account
This is an account that allows employees to make a contribution on a pre-tax basis to be used to pay for Health Care or Dependent Care (day care) expenses depending on the type of account.

Employees can contribute up to $2,650 for Health Care expenses, and up to $5,000 for Dependent Day Care expenses annually.

This benefit was first offered to GRF employees for the current benefit year and we have 13 employees contributing to the plan.

Additional Voluntary Benefits
The Guardian also offers some additional plans that GRF could offer on a voluntary basis to its employees. Two of the most popular plans are Accident Insurance, which pays specified amounts for claims such as hospital admission, fractures, etc., and Critical Illness Insurance which pays specified amounts if a covered person is diagnosed with specific serious conditions such as cancer, stroke, or a heart attack.

Both of these plans also offer a Wellness Benefit which pays $50 for each wellness test or exam the covered person has during the year.

Offering these additional plans allows GRF to add to its benefit package at no cost to the Foundation.

Recommendation
It is the recommendation of the Executive Director and the Human Resources Director that:
The current Medical Plans be renewed with Kaiser,
The Dental HMO, PPO, VSP Vision, Life, Long Term Disability, AD&D, and the Employee Assistance Plans be renewed with Guardian;
The employee paid Voluntary Life Plan be renewed with Guardian; and
The employee paid Pet Insurance Plan be renewed with VPI Pet.
The Foundation continue the Flexible Spending Account benefit for its eligible employees.

The Foundation continue to set aside $500 per employee per plan year to reimburse any employee for the first $500 of hospitalization costs they incur for themselves or a covered dependent to offset the employees' out of pocket costs.

The Foundation add 2 Voluntary Benefit offerings to the GRF Group Benefits:
Accident Plan
Critical Illness Plan

The Foundation continue to offer a Section 125 Premium Only Plan to reduce the payroll tax liabilities for GRF and its employees

Based on the current employee / employer premium sharing split on the Medical, Dental, and Vision Plans and the 100% employer premium on the Life, AD&D, LTD, and Employee Assistance Program Plans, there are sufficient funds in the 2018 Budget to accommodate the recommended Plans.

Healthcare Budget/Costs – April 1, 2018 to December 31, 2018

GL Category	2018 Budget	Proposed Rates (less employee contributions)	Amount Over (Under) Budget	
	April to December	April to December	Based on Current Coverage Levels	
6143000 Medical	$632,574.00	$548,442.00	($84,132.00)	(13.3%)
6143300 Dental	$13,518.00	$10,899.00	($2,619.00)	(19.4%)
6143500 Vision	$8,478.00	$7,299.00	($1,179.00)	(13.9%)
6145000 Life	$22,977.00	$21,204.00	($1,773.00)	(7.7%)
Total Amount	$677,547.00	$587,844.00	($89,703.00)	(13.2%)

I move that the Executive Committee approve and recommend to the GRF Board renewal of the following GRF employee benefit plans for the plan year beginning April 1, 2018 and ending March 31, 2019:

- Kaiser Medical Low and High Plans
- Guardian Dental HMO and PPO Plans
- Guardian VSP Vision Plan
- Guardian Basic Life and AD&D Insurance Plan
- Guardian Long Term Disability Plan
- Guardian Employee Assistance Plan
- Guardian Voluntary Life Plan
- VPI Voluntary Pet Insurance Plan
- Reimbursement of up to $500 Hospitalization cost annually per employee.
- Flexible Spending Account Plan

Additionally, to recommend to the GRF Board to approve the addition of two (2) Voluntary Plans – The Accident Plan, and the Critical Illness Plan through Guardian - for full time GRF employees effective April 1, 2018.

COMMITTEE ACTION REQUEST

TO: EXECUTIVE COMMITTEE
FROM: ELOY GOMEZ, SAFETY & EMERGENCY COORDINATOR
SUBJECT: LEISURE WORLD SERVICE CLUBS
DATE: FEBRUARY 2, 2018
CC: FILE

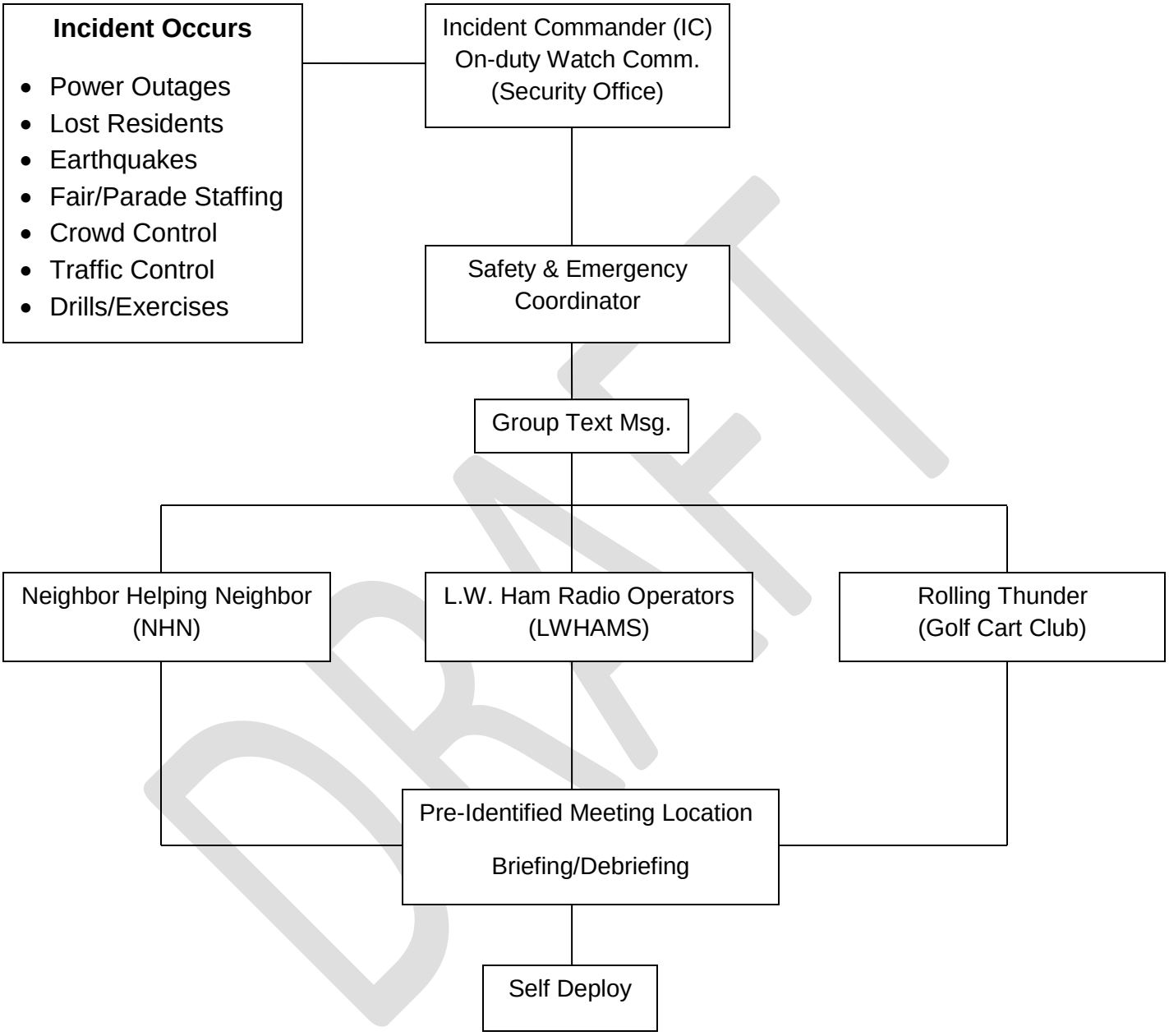
In mid November, a Leisure World shareholder became lost at approximately 9:00 p.m. The Seal Beach Police Department (SBPD) was notified and within minutes a massive search was launched. Two SBPD patrol units and three Leisure World Security patrol units joined forces in the search for the Shareholder. Shortly after 1:00 a.m., the SBPD went back to the station to file a mutual aid request with the Orange County Sheriff's Department (OCSD) for their helicopter with night-vision capabilities to assist in the search for the lost shareholder.

The mutual aid request was cancelled at approximately 1:45 a.m. when the lost shareholder returned home. The shareholder was cold but otherwise in good condition. There were a lot of resources used for this seach by outside agencies.

Leisure World's Neighbor Helping Neighbor (NHN), Radio Operators (LWARO), and the Rolling Thunder Golf Cart Service Clubs want to do more for their community by assisting the SBPD in times of need such as power outages, lost residents, etc. The service clubs are asking to patrol, go door to door, or distribute flyers. The goal is to help their community and to free-up valuable resources to serve in areas of greater need by using resources inside the community.

I move to allow the Safety and Emergency Coordinator to release incident information to the Neighbor Helping Neighbors (NHN), Radio Operators (LWARO), and the Rolling Thunder Service Clubs.

LEISURE WORLD SERVICE CLUBS PROPOSED INCIDENT NOTIFICATION FLOW CHART



All Participating Volunteers Must Sign a Liability Waiver Form.

DRAFT

MEMO

TO: GRF EXECUTIVE COMMITTEE
FROM: CINDY FLYNN, DIRECTOR OF HUMAN RESOURCES
SUBJECT: GRF 401(K) RETIREMENT PLAN ELIGIBILITY CHANGES
DATE: FEBRUARY 9, 2018
CC: RANDY ANKENY, EXECUTIVE DIRECTOR

The GRF Investment Committee met with our plan recordkeeper, Empower, and our financial advisor, LPL, on January 29, 2018.

The plan's investment offerings, plan participation, and economic forecast were reviewed. One fund, the Fidelity Small Cap Discovery Fund, was placed on the Watch List for further evaluation in 6 months.

The Investment Committee also discussed making a change to the eligibility for employees to enroll in the plan and begin making pre-tax contributions.

Currently the plan requires employees to wait one (1) year in order to be eligible to join, in addition to have 1,000 hours worked. The company's matching contribution currently goes into effect upon the employee's initial enrollment by matching 50% of the employee's first 8% contribution.

The Investment Committee felt that allowing employees to begin their contributions after 90 days of employment, while still delaying the company matching contribution to begin after one (1) year of employment, would increase participation in the plan and would be seen as a greater benefit by newly hired employees, without adding any cost to the Foundation for the plan.

I move to approve a change to the 401(k) plan participation requirement from one (1) year to 90 days of employment, while keeping the waiting period for the company matching contribution at one (1) year of employment.

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

Board of Directors Code of Ethics and Conduct

As members of the Golden Rain Foundation (GRF) Board of Directors (BOD), we recognize the importance of ethical principles that guide our actions. This Code is expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service through accurate, unbiased, and courteous actions.

2. We acknowledge our duty of loyalty to the GRF by adhering to the rules of confidentiality relating to director, staff or shareholder/member discipline or any litigation. **This duty survives a Director's term in office.**

3. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees.

4. We shall disclose to the BOD, financial or personal conflicts of interest relating to the business of the GRF. We will recuse ourselves and abstain from voting on any issue where there may be a reasonable expectation of a conflict of interest. (Civil Code 5350)

5. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of our shareholder/members.

6. We shall perform our fiduciary duties by acting in good faith to promote the best interests of the GRF through reasonable inquiry and investigation. (Civil Code 7231-Business Judgement Rule).

7. All Directors acknowledge their obligation to support decisions made by a majority of the BOD. (Davis-Stirling 7231(A)).

Policy **GOLDEN RAIN FOUNDATION**
Adopted: 24 Jan 17 **Seal Beach, California**

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

A

GOLDEN RAIN OPERATIONS
Board of Directors Censure Procedure **AMEND**

PREFACE

Should the actions of one or more Golden Rain Foundation Directors fail to follow the precepts of the Code of Ethics and Conduct (Policy 5092-30), other members of the Board of Directors may act to censure that person or persons.

1. DIRECTOR CENSURE

1.1. A censure is the process by which the Golden Rain Foundation BOD, acting by a two-thirds majority vote, can reprimand or condemn the actions of a fellow member in the event that the member:

1.1.1. Acts unilaterally;

1.1.2. Discloses confidential information;

1.1.3. Fails to attend three consecutive months BOD meetings without prior notice; based on a reasonably unavoidable situation, such as a medical condition, personal emergency, etc.;

1.1.4. Fails to act in a way that respects others;

1.1.5. Creates a hostile environment including acting disruptively;

1.1.6. Fails to support decisions made by a majority of the BOD;

1.1.7. Fails to comply with the law, governing documents, policies or procedures of the GRF; or

1.1.8. In the event of an act or omission that creates a threat to any individual, the GRF or the community.

1.2. The following steps will be used to censure a director. All proceedings related to a censure shall be conducted in a closed, executive session meeting.

1.3. The Director(s) subject to the censure may not elect to have the proceedings conducted in an open, public session.

2. MOTION TO CENSURE

2.1. A “Motion to Censure” form must be filed using the form in Policy 5092.02-30. It must include a second signature from a director clearly in agreement and be turned in to the President for presentation at a special executive session; a closed meeting of the full BOD. If the censure involves the President, it will be turned in to the Vice President

for presentation at a special executive session; a closed meeting of the full BOD.

2.2. If the Presiding Officer elects not to place the motion on the agenda of a special executive session meeting of the BOD, two members may request a special executive session meeting of the BOD.

2.3. A director subject to censure shall be provided with at least ten (10) business days prior notice of the censure including the reason for the censure and the date, time and location of the meeting where censure will be considered. The Executive Director's office will send the notice of the meeting, a ~~A~~ copy of the "Motion to Censure" form and the Censure Policy (5092-30) ~~will also be included~~ to the director by~~.~~ ~~Notification shall be sent~~ by U.S. Mail, GRF e-mail and placed copies in the director's GRF Mail Box. ~~through the Executive Director's office.~~ The President or Presiding Officer will also contact the Director directly.

2.4. The BOD shall be provided at least five (5) business days advance written notice of the special executive session of the full BOD regarding the "Motion to Censure", which shall include a copy of the submitted form. Notification shall be sent by the U.S. Mail through the Executive Director's office to all BOD members with the addition of an email notification containing the date, time and location of the meeting.

2.5. A director subject to censure may provide a written response to all BOD members no later than two (2) business days prior to the meeting. The director shall also be provided an opportunity to respond to the reason for censure at the meeting.

2.6. The censure motion may be debated and following the debate the BOD may take one of the following actions:

2.1.1. Postpone the motion by a simple majority for any reason, including, but not limited to, the desire of the majority to gather additional information and/or permit the director to respond further. (Policy 5601.01)

2.1.2. Approve the motion by a two-thirds (2/3) majority of a quorum of the non-offending directors; or

2.1.3. Defeat the motion.

2.7. Written notice of the BOD's decision shall be sent by ~~Certified~~ U.S.

Mail to the named member(s) no more than 15 business days following the meeting.

3. ENFORCEMENT PROCEDURES

3.1. If the "Motion to Censure" is passed, the non-offending BOD members may choose one or more of the following actions:

3.1.1 WARNING/EDUCATION

3.1.2 REMOVAL FROM CORPORATE OFFICE OR CHAIR

3.1.3 REMOVAL FROM COMMITTEE

3.1.4 REQUEST FOR RESIGNATION

3.2. For offenses relating to the disclosure of confidential or sensitive information, upon a vote of two-thirds (2/3) of the majority of the quorum of the non-offending BOD members, the offender may be prevented access to confidential information.

3.3. If at any time a Director commits a crime or subjects the Foundation to financial risk, that Director shall be subjected to legal action by the Foundation. This may include removal from GRF Liability coverage.

3.4. Censure remains in effect until the next annual meeting.

3.5. Decision of the BOD is not subject to appeal.

Policy
Adopted: 24 Jan 17
~~Amended 2 Feb 18~~

GOLDEN RAIN FOUNDATION
Seal Beach, California

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS **AMEND**

Board of Directors Code of Ethics and Conduct

MOTION TO CENSURE

Date of request_____

I,_____wish to file
Print Name Director signature Mutual

a formal motion to Censure of _____
Print Name of Director(s)

For the following reason(s):

_____

_____

_____

THE MOTION IS SECONDED BY: Date _____
I am in agreement and second the motion to Censure

_____ _____
Print Name Mutual Signature

SUBMITTED TO:

_____ _____
GRF Officer Name and Title GRF Officer Signature

Date Received: _____

For completion by GRF Administrative Staff

Next Special Executive Session of full BOD: _____
Date, Time and Location

This form will be given to the Director(s) subject to possible censure and the Directors requesting Censure.

Original copy: Executive Director
Copy: Accused
via ____ Mail ____ GRF e-mail ____ GRF Mail Box Date: _____ Initials:_____

Copy: Originators
via ____ GRF Mail Box Date: _____ Initials: _____

Policy
Adopted: 24 Jan 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

(insert date)

Sent via Mail, GRF E-mail and placed in GRF Director Mail Box

(insert addressee name)
(insert address)

RE: Motion to Censure

Dear (addressee name),

A Motion to Censure you has been received by GRF Administration. A copy of the Motion is enclosed and includes the reasons for the possible censure. A Special Executive Session of the GRF Board of Directors is scheduled for:

Date:	(insert date of Special Executive Session)
Time:	(insert time)
Location:	(insert location of meeting)

Per Policy 5092.01-30 (attached) you may provide a written response to all Board members no later than two (2) business days prior to the meeting noted above. You will also be provided with an opportunity to respond to the reason(s) for possible censure at the meeting. You may not bring an attorney to the meeting.

Written notice of the Board's decision will be sent to you no more than fifteen (15) business days following the meeting. The Board's decision is not subject to appeal.

Sincerely,

Randy Ankeny
Executive Director

RA/db

Enclosures: Copy of Motion to Censure
Copy of Policy 5092.01-30

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF ORANGE

I am employed in the County of Orange, State of California. I am over the age of 18 and not a party to the within action; my business address is Golden Rain Foundation (GRF), 13533 Seal Beach Blvd., Seal Beach, CA 90740

On (insert date), I served the foregoing documents described as:

Notice of meeting regarding possible censure
Motion to Censure
GRF Censure Policy 5092-01-30

on interested parties in this action by placing a true and correct copy thereof enclosed in a sealed envelope addressed as follows

(insert name and address of recipient)

____ (**BY MAIL**) I placed such envelope with postage thereon fully prepaid in the United States mail at Seal Beach, California.

____ (**BY E-MAIL**) I e-mailed documents to the recipient at their GRF e-mail address.

____ (**GRF MAIL BOX)** I placed such envelope in the recipient's assigned GRF Director mail box.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on (insert date), at Seal Beach, California.

_____

(insert name of person signing proof of service)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

Motion to Censure Checklist

To be completed by GRF Administration staff

Name of Censured Director(s) _____

1. **MOTION FILED**
   a. By _____ and _____
   b. Date filed _____
   c. Received by _____Date_____

2. **SPECIAL EXECUTIVE SESSION MEETING** (at least 10 business after date of Censure)
   a. Date_____ Time_____ Location _____
   b. GRF Calendar updated _____ (date and initials)

3. **NOTICE TO SUBJECT DIRECTOR(S)** (at least 5 business days prior to meeting)
   a. Notice is letter, proof of service, copy of Motion to Censure and Censure Policy 5092.01-30.
      i. Date mailed _____
      ii. Date e-mail to subject director's e-mail _____
      iii. Date placed in subject director's GRF mail box _____
      iv. Date President hand-delivered to subject director(s).

4. **NOTICE TO GRF BOARD MEMBERS** (at least 5 business days prior to meeting)
   a. Notice is same package sent to subject director(s).
      i. Date mailed _____
      ii. Date e-mailed _____
      iii. Date placed in GRF mail boxes _____

5. **WRITTEN RESPONSE RECEIVED FROM SUBJECT DIRECTOR?** (due 2 business days prior to meeting)
   a. No response received _____
   b. If yes, date received _____
      i. Sent to all GRF Directors? _____

6. **DECISION OF GRF BOARD**
   a. _____ Motion defeated
   b. _____ Motion upheld
   c. _____ Motion hearing postponed Date of next hearing_____
      i. Repeat items 3 through 5.

7. **NOTICE OF DECISION TO SUBJECT DIRECTOR** (due no later than 15 business days after meeting)
   a. Date mailed _____
   b. Date e-mailed _____
   c. Date placed in GRF Mail Box _____

This checklist is to be kept with all censure correspondence related to this matter in a CONFIDENTIAL file.

Draft 2-5-2018

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

Golden Rain Foundation Golden Rain Foundation Leisure World, Seal Beach

MEMO

TO: EXECUTIVE COMMITTEE
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: SUPPLEMENTAL INFORMATION, DRAFT BOARD TRAVEL AND REIMBURSEMENT POLICY
DATE: JANUARY 8, 2018
CC: FILE, GRF BOARD

The following information for the review of the Executive Committee in the review and consideration of the drafting of a policy governing Board travel and reimbursement.

Q - Can directors ask questions about vehicles at the trade show, etc.?
A – Yes. However, directors should limit their discussions to "information gathering", and in no way make any representations on behalf of the Board or GRF. All information obtained should be brought back to the Board. However, as with the following/additional questions, the Board can regulate what directors can and can't do on behalf of GRF. For instance, the Board, majority, can (and should) instruct directors not to make any representations on behalf of the Board or GRF at the trade show. The Board can (and should) also instruct directors to merely gather information and report back to the Board in a Board meeting. Directors should be required to inform any vendors they contact that they are only gathering information for the Board's consideration, and that they are not authorized to make any representations on behalf of the Board or GRF.

Q – May directors accept a gift or free admittance to a trade show without Board approval?
A – Yes. There are no applicable provisions in the Bylaws, Trust Agreement, Articles of Incorporation or law that prevent a director from accepting a gift. Directors receiving any gift must disclose the gift and source of gift to the Board, in writing via the President or Executive Director. If the gift may have an undue influence on the director's vote on a matter concerning the source of the gift I strongly recommend that the director recuse him/herself from anything involving the person/entity giving the gift. Of course, like the above, the Board, majority, can set policy regulating what directors can and cannot receive as gifts, gratuities, prizes, etc. while in their official capacity as a director. I recommend that the Board adopt such a policy, which I can assist with.

Q – Should any director that has received a gift from any vendor or supplier recuse themselves from any vote concerning a proposal provided by the supplier or vendor?
A – Yes. Recusal is necessary to avoid any appearance of impropriety amongst the Board. This is necessary to protect the integrity and transparency of the Board and its hard work. The slightest appearance of impropriety amongst the Board, even concerning one director, can impact the entire Board and its past and future actions/decisions.

ADMINISTRATION **ADOPT**

Board of Directors Travel and Expense Reimbursement

1. Purpose: This Board of Directors' Travel and Expense Reimbursement Policy addresses how and when members of the Board of Directors ("Directors") are reimbursed with Golden Rain Foundation (GRF) funds for travel to approved meetings, trade shows, events, seminars and other expenses related to approved GRF business.

2. This Policy addresses Director approved GRF business travel and expense reimbursement. Directors will not be provided cash advances for travel or expenses related to the approved items as noted above.

3. Limitations

    a. Directors should limit their discussions to "information gathering", and in no way make any representations on behalf of the Board or GRF. All information obtained must be brought back to the Board.
        i. The Board may consider when reviewing a travel request:
            1. Stipulated regulations what directors can and can't do on behalf of GRF.
            2. Instruct Directors to merely gather information and report back to the Board:
                a. Through a stipulated committee.
                b. Directly to the Board at a designated meeting.
            3. Directors will be required to inform any vendors they contact that they are only gathering information for the Board's consideration and that they are not authorized to make any representations on behalf of the Board or GRF.

    b. Gifts
        i. Directors receiving any gift must disclose the gift and source of gift to the Board, in writing, via the President or Executive Director. If the gift <u>may</u> have an undue influence on the director's vote on a matter concerning the source of the gift, the director shall *recuse him/herself from anything involving the person/entity giving the gift.

    ** Recusal is necessary to avoid any appearance of impropriety amongst the Board. This is necessary to protect the integrity and transparency of the Board and its work.*

DRAFT

ADMINISTRATION **ADOPT**

Board of Directors Travel and Expense Reimbursement

4. Definitions:

    a. Approving Directors – means any of the following:
        i. Review and approval by the applicable committee, if funding was noted and incorporated within the budget.
        ii. Board approval, as defined as being placed on the agenda of an open Board meeting and approved by a majority of a quorum of the Board.
    b. Reimbursement
        i. The method by which GRF reimburses a Director for personal, out-of-pocket expenses incurred for Board-approved business expenses, including travel.
    c. Incidental Expenses
        i. Parking, auto mileage reimbursement per the current IRS Standard Mileage Rate, fuel (if a rental car was approved as part of the travel expenses), tips (not to exceed 20%).
        ii. Meals, limited to a maximum of,
            1. Breakfast, $15.00
            2. Lunch, $20.00
            3. Dinner, $30.00
        iii. All alcoholic beverages are specifically excluded from reimbursement.
        iv. Entertainment, movies, shows, theme parks etc. are specifically excluded from reimbursement.

4. Criteria for Reimbursement Approval
    a. Prior Board Approval
    b. Business purpose of the expense or travel is valid and directly related to official GRF business and service as a Director of GRF.
    c. Expenses are in accordance with this Policy, reasonable and necessary and conform to any requirements imposed by the IRS and other regulatory agencies as applicable.
    d. All required accompanying documents are complete and accurate.

5. The following process shall be followed for Reimbursement of approved expenses.

DRAFT

ADMINISTRATION **ADOPT**

Board of Directors Travel and Expense Reimbursement

a. A Director seeking Reimbursement for business expenses shall submit a Board Travel Expense Report and any other forms and required receipts within 30 days of the expense, final invoice, or completion of travel.
b. All Board Travel Expense Report shall be reviewed for approval by any two of the following Directors, with no Director permitted to review or approve their own request: the Board President; the Board Vice-President, Board Secretary; and the Board Treasurer ("Approving Directors"). When any two Approving Directors approve the expenses, Reimbursement shall be paid through GRF Accounts Payable and noted within the applicable Cost Center, General Legal Code and variance report if the expense was not included as part of the fiscal year's operational budget.
c. If the Approving Directors are unwilling to approve a Reimbursement request, or if the Approving Directors reject all or part of a request for a Reimbursement, those Approving Directors must provide the requesting Director with written justification for their action within three (3) business days after receipt of the request for Reimbursement. If the requesting Director does not agree with the Approving Directors, then the requesting Director may submit the request for Reimbursement to the entire Board for review or withdraw the Reimbursement request. The entire Board will consider and vote on whether to approve or disapprove the Reimbursement request.
d. Reimbursement requests with a Board Travel Expense Report shall identify the following information with an itemized receipt for every expense for which a receipt is made for each expense:
    i. Date the expense was incurred.
    ii. The location where the expense was incurred (e.g., name of the hotel, restaurant, city, business).
    iii. The business purpose for the expense or travel, including the purpose related to service as a Director, and the specific business reason for any expense to which the business purpose does not apply.
    iv. The starting and ending points of travel for any automobile mileage reimbursement (see section 8 below).
    v. The names of all other people whose expenses are covered by the request for a Reimbursement, including their relationship to GRF.
    vi. No reimbursement will be considered without required documentation.

DRAFT

ADMINISTRATION **ADOPT**

Board of Directors Travel and Expense Reimbursement

6. Air Travel
   a. Directors shall purchase reasonably-priced tickets available using a commercial discount airfare or customary standard (coach or equivalent) airfare. Directors shall make timely reservations to secure advance-purchase pricing. Other expenses such as upgrades, priority boarding, preferred seating, or excess baggage are the responsibility of the Director and are not eligible for reimbursement.

7. Rental Cars
   a. Vehicle rental is authorized when it is more practical or less expensive than the use of other transportation. Car-rental company mileage charges are reimbursable, but Directors are not otherwise provided a mileage allowance for distances driven in a rental car. The cost of gas for a rental car is reimbursable. Directors shall accept the insurance coverage offered by the rental car company. The director shall follow the accident notification requirements of the rental car company. If an accident occurs, the director shall notify the Executive Director and/or President as soon as practicable, but no later than the following business day.
   b. Vehicle rentals are restricted to:
      i. 2 or less in the vehicle – Compact car
      ii. 3- 4 in the vehicle – Mid size car
      iii. 5 or more - Van

8. Private Automobiles
   a. Directors shall be reimbursed the standard mileage allowance defined by the IRS for use of a private automobile, based on the actual driving distance by the most direct route. Such Reimbursement is made in lieu of any payment of actual automobile expenses.
   b. All requests for mileage reimburse must be upon the Auto Reimbursement Form and submitted with the Board Travel Expense Report
   c.

Policy **GOLDEN RAIN FOUNDATION**

Adopted: **Seal Beach, California**

DRAFT

ADMINISTRATION **ADOPT**

Board of Directors Travel and Expense Reimbursement

DRAFT

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS **RESCIND**

Renewal of Service and Maintenance Contracts

The purpose of this section is to establish basic policies governing the renewal of service and maintenance contracts.

1. The Administrator will give written notice 90 days before expiration of any service or maintenance contract whose annual cost exceeds $10,000 to the following:

   a. President of the Golden Rain Foundation.

   b. Chairman of the appropriate Golden Rain Foundation Committee.

   c. Department head concerned.

2. The recommendation for the type of action to be taken will be made by the appropriate Committee to the Board after study and consideration of the department head recommendation.

3. If the Committee recommendation is to renew without change, or with minor changes, the recommendation will be presented to the Board of Directors of the Golden Rain Foundation for action.

4. If after consultation with the staff department the opinion of the Committee is that a re-bid is necessary, this recommendation will be sent to the Committee responsible for the bidding procedure.

Policy
Adopted: 21 Jun 77
Amended: 04 Feb 86
Amended: 18 Nov 97
Amended: 18 Dec 07

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Dec 07)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

Policy index: 30 – Administration

1021-30 Posting of Signs on Trust Property
1022-30 Petitions
1220-30 Resident Specialists
5020-30 Organization of the Board
5022-30 Limitation of Terms
5024-30 Committee Structure
5025-30 Election Procedures
5026-30 Election of Officers
5041-30 Real Property Acreage
5092-30 Code of Ethics
5092.01-30 Code of Ethics
5092.02-30 Code of Ethics
5101-30 Limitation of Term – Standing Committee Chairmen
5110-30 Executive Committee
5155-30 Plan Investment Administrative Committee
5231-30 Donations and Gifts
5440-30 Emergency Plan
5442-30 Community Emergency Preparedness
5508-30 Renewal of Service and Maint. Contracts
5511-30 Legal Services
5511.1-30 Intent to contact GRF attorney
5604-30 Publication of Minutes
5610-30 Participation by Foundation Members

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

Petitions

Petitions directed to the Golden Rain Foundation (GRF) Board of Directors (BOD) or Committees must include the following information:

a. GRF member's full name (printed and signature);
b. Mutual number;
c. Apartment number.

The individual, or representative of a club or organization, must be present at all times when soliciting a petition. The GRF reserves the right to remove any petition left unattended.

The name and address of the individual presenting the petition to the GRF must be included on the petition.

Employees are not permitted to promote or solicit petitions, collect dues, write receipts, or perform other duties for clubs.

Policy
Adopted: 21 Jul 98
Amended: 26 Apr 16
Reviewed: 12 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(May 17)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

COMMUNITY OPERATIONS

MEMBER PARTICIPATION

Member Specialists

The Board of Directors recognizes the important contribution that can be made by Members of this community.

Member Specialists (MS's) are appointed by a Standing Committee Chair to a sub-committee and can be removed by the Chair at any time.

MS's serve in an advisory capacity only, having no voting power and cannot comprise a majority of the sub-committee.

Policy
Adopted: 28 Jul 67
Reviewed: 10 Feb 17
Amended: 26 Sept 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Sep 17)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

A. Members of the Board

The Board has eighteen members, consisting of two representatives each from Mutual One and Mutual Two, and one representative from each of the other Mutuals.

B. Officers of the Board

President
Vice President
Corporate Secretary
Treasurer

C. Executive Committee of the Board

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

D. Standing Committees

1. Finance Committee
2. Communications Committee
3. Physical Property Committee
4. Recreation Committee (Library)
5. Security, Bus & Traffic Committee
6. Architectural and Design Committee
7. Mutual Administration Committee

E. Other Committees *as* Approved by the Board

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

(Mar 17)

GOLDEN RAIN FOUNDATION
Seal Beach, California

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Committee Structure

The Golden Rain Foundation (GRF) Board of Directors (BOD) has three (3) types of committees.

1. Standing Committees.

   See policy 5020-30.

2. Sub-committees:

   a. Sub-committees are approved by a standing committee. The Chair of the standing committee appoints the Sub-committee and names the Chair;

   b. A Sub-committee is used to do the research on a specific project that would take too much time during a committee meeting;

   c. Sub-committees have no power to make decisions. Their findings are to be presented to their standing committee. The standing committee will decide if a recommendation is to be presented to the full BOD;

   d. Sub-committees need not be approved by the GRF BOD; and

   e. Sub-committees expire upon the election of a new BOD.

3. Ad hoc Committees.

   a. Ad hoc committees are temporary committees established by the BOD to address a specific issue.
   b. Ad hoc committees created for a specific purpose continue to exist until the duty assigned to them is accomplished. For example, a committee preparing recommendations for redecorating the lobbies would continue its work despite the election of a new board.
   c. Once an assigned project has been completed, the committee automatically dissolves unless the board assigns additional projects to the committee.

   d. Ad hoc committees have no power to make decisions.

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Committee Structure

e. Ad hoc Committees can be named four (4) ways.

i. The GRF president may appoint an Ad hoc committee if it's for something that effects more than one (1) standing committee. The Ad hoc committee reports to the full GRF BOD.

ii. The GRF President may appoint an Ad hoc committee after a recommendation from a standing committee. The Ad hoc committee reports to the standing committee that recommended its formation.

iii. A standing committee is able to go directly to the BOD if the GRF President is not willing to make the recommendation. The Ad hoc committee then reports to the standing committee that recommended its formation.

iv. An Ad hoc committee recommended by the BOD answers to the BOD.

f. All Ad hoc committees must be approved by the GRF BOD**.**

Policy
Adopted: 22 Dec 15
Reviewed: 22 May 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

Amended: 23 Sept 14 (Effective Start of 2015/2016 Term)
Amended: 28 Mar 17 (Effective Start of 2017/2018 Term)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS
Limitation of Term – Standing Committee Chairmen

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

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

Policy
Adopted: 08 Jul 80
Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jul 80)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

GOVERNMENTAL RELATIONS

Emergency Plan

The basic policy of the Golden Rain Foundation in emergency situations is to cooperate fully with the authorized governmental agencies in assisting residents of the community and in minimizing and repairing with all possible speed property damage to the community.

The Executive Director and/or the Safety/Emergency Coordinator are authorized and directed to work with governmental agencies and request help from other emergency agencies when such help is needed.

The Executive Director is directed to set up routine emergency procedures to alert the staff, both resident and nonresident, so that all possible assistance can be obtained in the shortest time possible.

Policy
Adopted: 21 May 74
Amended: 16 Mar 93
Amended: 25 May 99
Amended: 29 May 14
Reviewed: 14 Apr 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

Apr 17

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

GOVERNMENTAL RELATIONS

Community Emergency Preparedness

The Safety/Emergency Coordinator will develop and be responsible for the emergency plan of the Foundation under the direction of the Executive Director.

Detailed plans for major emergencies will be presented to the Executive Committee for review, adoption, and revision, if necessary. These plans will be embodied in an Emergency Preparedness Manual which will be updated periodically.

The Safety/Emergency Coordinator will be a liaison with such organizations as the American Red Cross, Seal Beach Police Department, Orange County Fire Authority, Community Emergency Response Teams (CERT), the Great California Shakeout, and other emergency service organizations.

Policy
Adopted: 21 May 74
Amended: 15 Sep 87
Amended: 16 Mar 93
Amended: 25 May 99
Amended: 29 May 14
Reviewed: 14 Apr 17

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Apr 17)

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

Publication of Minutes

1. The draft minutes of the monthly Golden Rain Foundation open meeting, except executive sessions, will be published in the *Golden Rain NEWS* as soon as possible.

2. Any corrections to the draft minutes will be published in the *NEWS.*

3. The minute record as published will include policy statements in full if the minute record shows action concerning any policy.

4. The publication of these draft minutes will include a statement that they are tentative and subject to correction and adoption by the Board of Directors.

Policy
Adopted: 16 May 1972
Amended: 15 Aug 1978
Amended: 21 Oct 1986
Amended: 28 Apr 2015

GOLDEN RAIN FOUNDATION
Seal Beach, California

THIS

PAGE

LEFT

BLANK

INTENTIONALLY

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

Participation by Foundation Shareholder/Members

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

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

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

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

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

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

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

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

2. When recognized by the Presiding Chair, the Shareholder/member shall state his/her name, Mutual and apartment number.

3. The Shareholder/member may speak for a maximum time limit of four (4) minutes per meeting or for a time limit determined by the Presiding Chair.

GOLDEN RAIN OPERATIONS

BOARD MEETINGS

Participation by Foundation Shareholder/Members

4. The Shareholder/member must relinquish the floor when notified by the appropriate Board Member that the time allowed for comments or questions has expired.

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

1. At the discretion of the Presiding Chair, members of the BOD and/or staff present at the meeting may respond to the question in the event that the ability exists to answer the question from knowledge at hand;

2. If the question requires research or action by any of the Committees of the BOD, the Presiding Chair shall refer the question to the proper staff or Committee Chair.

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

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

Policy
Adopted: 15 Oct 74
Amended: 19 Nov 85
Amended: 14 Jun 95
Amended: 15 Apr 97
Amended: 17 Mar 09
Amended: 14 Apr 15

GOLDEN RAIN FOUNDATION
Seal Beach, California