



AGENDA
SECURITY, BUS, & TRAFFIC COMMITTEE
Administration Conference Room
Wednesday, November 12, 2014 – 1:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Welcome Guests & Rules of Order
5. Approval of the Meeting Minutes of October 6, 2014 and October 8, 2014.
6. Correspondence
7. Shareholder Comments
8. **REPORTS**
 - a. Auto Shop/Bus Supervisor (Pages 2-5)
 - b. Community Facility Manager (Pages 6-9)
9. **UNFINISHED BUSINESS**
 - a. Policy 1920.1, Traffic Rules and Regulation Enforcement Update (Pages 10-12)
 - b. Security Body-Worn Camera Procedure (Pages 13-15)
10. **NEW BUSINESS**
 - a. Access Pass Discussion (Pages 16-22)
 - b. Look Both Ways Crosswalk (Pages 23-24)
11. **REPORTS**
 - c. Security Chief (Pages 25-27)
 - d. Executive Director
12. GRF President's Comments
13. Committee Member Comments
14. Next Meetings: 1:00 p.m. in the Administration Conference Room
Special Committee Meeting - Wednesday, November 19, 2014
Regular Committee Meeting - Wednesday, December 10, 2014
15. Adjournment

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITY MANAGER
FROM: GRANT WINFORD, AUTO SHOP / BUS SUPERVISOR
SUBJECT: MINIBUS MONTHLY REPORT OCTOBER 2014
DATE: 11/05/14
CC: TAI FULTON

OCTOBER 2014

TOTAL PASSENGERS: 5157 (5872) INCLUDING ACCESS)

DAILY AVERAGE MON-FRI: 193

2014 YEAR TO DATE: 47137 (53762) INCLUDING ACCESS)

PASSENGER TOTALS BY ROUTES FOR THE MONTH

<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>E-BUS</u>
1099	1267	850	1307	634

PASSENGER AVERAGE PER WEEKDAY BY ROUTE

<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>E-BUS</u>
48	55	37	38	16

THE ACCESS W/C BUS MADE 516 ONE WAY TRIPS FOR A DAILY AVERAGE OF 17 TRIPS PER DAY. THE ACCESS BUS PICKED UP 715 PASSENGERS IN THE MONTH OF OCTOBER.

Cost per passenger – Daily routes: \$4.26 for an annualized cost of \$3.32 per apartment per month.

Cost per passenger – W/C bus: \$6.21 for an annualized cost of \$.67 per apartment per month.

**BUS ROUTE DAILY COUNTS
YEAR END SUMMARY 2014**

DATE	A	B	C	D	E	AMP	TOTAL
JAN	836	950	821	1274	444	0	4325
FEB	747	768	686	1204	468	0	3873
MAR	943	978	807	1352	654	0	4734
APR	879	1041	798	1255	608	0	4581
MAY	880	1029	790	1346	656	0	4701
JUN	919	1079	839	1275	617	0	4729
JUL	988	1189	851	1308	733	158	5227
AUG	966	1012	792	1304	844	226	5144
SEP	869	1012	703	1288	752	42	4666
OCT	1099	1267	850	1307	634	0	5157
NOV	0	0	0	0	0	0	0
DEC	0	0	0	0	0	0	0
							47137
TOTAL:	9126	10325	7937	12913	6410	426	47137
	19.36%	21.90%	16.84%	27.39%	13.60%	0.90%	100.00%

**BUS ROUTE DAILY COUNTS
OCTOBER 2014**

	DATE	A	B	C	D	E	AMP	TOTAL
	1-Oct	68	39	35	41	13		196
	2-Oct	34	79	40	27	9		189
	3-Oct	57	108	41	66	14	flu	286
SAT	4-Oct				54	48		102
SUN	5-Oct				69	22		91
	6-Oct	52	54	37	33	17		193
	7-Oct	50	60	40	58	15		223
	8-Oct	50	49	31	33	14		177
	9-Oct	53	59	28	40	18		198
	10-Oct	57	40	35	30	13		175
SAT	11-Oct				43	42		85
SUN	12-Oct				49	36		85
	13-Oct	41	42	32	30	20		165
	14-Oct	36	55	56	49	21		217
	15-Oct	52	70	47	30	21		220
	16-Oct	50	46	34	25	13		168
	17-Oct	56	33	32	39	14		174
SAT	18-Oct				75	40		115
SUN	19-Oct				65	25		90
	20-Oct	38	52	30	50	22		192
	21-Oct	33	58	32	29	4		156
	22-Oct	52	69	44	30	22		217
	23-Oct	48	48	44	32	17		189
	24-Oct	36	41	40	35	18		170
SAT	25-Oct				45	34		79
SUN	26-Oct				43	28		71
	27-Oct	43	56	34	38	19		190
	28-Oct	50	67	40	50	16		223
	29-Oct	60	45	33	25	23		186
	30-Oct	46	55	32	35	9		177
	31-Oct	37	42	33	39	7		158
								5157
	TOTAL:	1099	1267	850	1307	634	0	5157

WEEKDAY	1,099	1,267	850	864	359	0	4439
DAILY AVG:	48	55	37	38	16	0	193
WEEKEND/ HOLIDAY				443	275	0	718
DAILY AVG:				55	34	0	90
							5157

21.31% 24.57% 16.48% 25.34% 12.29% 0.00% 100.00%

OCTOBER 2014 ACCESS BUS COUNTS						
	DATE	PASS		TRIPS		AMPH
	1-Oct	11		9		
	2-Oct	28		16		
	3-Oct	60		37		flu
SAT	4-Oct	20		18		
SUN	5-Oct	20		13		
	6-Oct	13		12		
	7-Oct	17		9		
	8-Oct	25		19		
	9-Oct	15		11		
	10-Oct	34		30		
SAT	11-Oct	10		10		
SUN	12-Oct	31		24		
	13-Oct	25		19		
	14-Oct	20		14		
	15-Oct	20		14		
	16-Oct	18		13		
	17-Oct	27		18		
SAT	18-Oct	23		18		
SUN	19-Oct	26		11		
	20-Oct	26		19		
	21-Oct	27		17		
	22-Oct	30		24		
	23-Oct	23		17		
	24-Oct	12		12		
SAT	25-Oct	12		11		
SUN	26-Oct	26		17		
	27-Oct	20		15		
	28-Oct	30		13		
	29-Oct	16		14		
	30-Oct	24		18		
	31-Oct	26		24		
Monthly Totals		715		516		0
Weekday Average		23.783		17.13		

Golden Rain Foundation

November 12, 2014 Meeting of the Security, Bus & Traffic Committee

Community Facilities Manager Report

Golden Rain Foundation
Budget Comparison Report
Transportation - CC 38
For the Nine Months Ending September 30, 2014

		YTD		
G/L Number	Description	Actual	Budget	Budget Variance
Expenses				
61000	Salaries & Wages	\$308,060	\$350,940	\$42,880
61400	Payroll Taxes	29,682	34,307	4,625
61420	Workers Compensation	51,198	56,437	5,240
61430	Group Insurance Medical	21,933	23,071	1,138
61433	Group Insurance - Dental	1,041	578	(463)
61435	Group Insurance - Vision	386	423	37
61440	Retirement Fund	9,237	6,242	(2,995)
61450	Group Insurance - Life	665	544	(121)
61460	Long Term Disability Insurance	693	1,005	312
64100	Materials & Supplies	6,829	9,751	2,922
64700	Equipment Repair & Maintenance	1,966	6,750	4,784
64701	Equip't Repair & Maint.-Minibus	10,615	12,001	1,386
64800	Uniforms & Laundry	7,631	8,100	469
64810	Continuing Education	100	540	440
64820	Mileage		90	90
64821	Meals & Special Events		90	90
64830	Dues & Memberships		90	90
64840	Permits & Licenses	115	111	(4)
64870	Fuel & Oil	66,847	78,750	11,903
64871	Fuel & Oil - Minibus	18,128	18,751	623
64890	Uncollectible Accts/Misc W/Os	5,592		(5,592)
64940	Service Contracts	1,710	2,399	689
66255	Employee X-Rays & Exams	3,070	2,250	(820)
Total Expenses		545,497	613,220	67,723

Budget Variance Report - September 2014

Community Facilities - CC ## 38

For Cost Center 38 there is a positive total variance of \$55,442 through the month of September. The variance is due to the following:

<u>CC</u>	<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
38	61000	Salaries and Wages	42,880	One staff member was on Disability Leave one Family Leave, reduction of bus route
38	64100	Materials & Supplies	2,922	Tools and materials needed later in the year
38	64700	Equipment Repair & Maint	4,784	Repairs needed later in the year
38	64870	Fuel and Oil	11,903	Gasoline is not purchased on a monthly basis
38	64890	Uncollectible Accts/Misc W/Os	(5,592)	Damage caused by bus staff accident
Total Explained Variances			<u>56,897</u>	

COMMUNITY FACILITIES MANAGER
ACTION REPORT 10/21/2014

1. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST.
ANDREWS DRIVE

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

- a. At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
- b. Specifications for the Request for Proposal are complete
- c. Bidders conference is 2/14/14 and bids are due back 3/3/14
- d. Bids will be opened at March PPC meeting
- e. One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used
- f. Recommendation from staff to go with LaneLight in pavement LED System with a 5 year warranty was suggested
- g. Action by the Physical Property Committee to have staff work with a traffic engineer and provide a cost for a plan to send out an RFP to include saw cutting and installing a concrete crosswalk with the Lane Light Crosswalk System
- h. Action by the PPC at its May meeting requesting the services of Anderson Penna design plans to go out to bid with a concrete crosswalk
- i. PPC asked staff to secure 2 additional quotes from engineering plans to install a concrete crosswalk with the Lighted Crosswalk System
- j. Contract has been executed with JLS Engineering for a cost not to exceed \$2,000, to prepare construction documents to go out to bid for the lighted crosswalk system
- k. Received Construction documents RFP in process
- l. Task to be included in the 2014 Paving Project
- m. RFP sent out. Bidders Conference is on 9/18 and bids are due 10/7
- n. At its meeting on October 10, 2014, the Physical Property Committee unanimously recommended a contract be awarded to Dynalectric for this work, this item is on the GRF agenda for October
- o. GRF Board approved this project at its October 28th meeting. The contract has been signed and materials ordered.

2. AUTOMATIC GATE AT MAIN GATE EXIT

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

- a. Action by the SBT Committee to have Physical Property Department send out RFP was made
- b. Physical Property Department developed RFP
- c. Physical Property Department received 3 bids
- d. Contract executed on 1/21/14
- e. Gate will be installed after Perimeter Wall is complete.
- f. Physical Property Staff working with the contractor to set equipment for the gate
- g. The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options are being researched at this time.
- h. Information will be brought to the PPC Meeting on November 14

3. Security Building Exterior Painting

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

- a. RFP was sent out by the Physical Properties Department to paint the exterior of the Security Main Gate Building
- b. Item is on the PPC agenda for 11/14/14

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****DRAFT 10.06.14****Traffic Rules and Regulations - Enforcement****13.0 ENFORCEMENT:**

- 13.1 Except as otherwise stated herein, Division Eleven (11), Rules of the Road, and Division Twelve (12), Equipment of Vehicles, of the most current California Vehicle Code, and all amendments or revisions apply IN LEISURE WORLD to all PEDESTRIANS and persons operating MOTORIZED VEHICLES or BICYCLES.
- 13.2 Enforcement of these Traffic Rules and Regulations shall be the responsibility of the Security Department unless otherwise designated by Policy 1920. Security Officers shall issue a Notice of Violation ("Citation") for violations of rules and regulations contained in Policy 1920.
- 13.3 Any person in violation of the rules and regulations set forth in Policy 1920, including, without limitation, a RESIDENT, SHAREHOLDER, MEMBER, CAREGIVER, VENDOR, CONTRACTOR, VISITOR or EMPLOYEE as defined therein, shall be subject to the provisions set forth herein ("VIOLATOR").

14.0 NOTICES OF VIOLATIONS:

- 14.1 Citations for moving violations, when possible, will be handed to the VIOLATOR in person by the citing Patrol Officer. Citations for parking violations, when VIOLATOR is unknown, will be attached to the vehicle in an appropriate and secure manner.
 - 14.1.1 A copy of a Citation issued to an EMPLOYEE shall be forwarded to the Human Resources Manager and the Executive Director.
 - 14.1.2 All EMPLOYEES, either of the Foundation or the Health Care Center, whose work assignment requires them to bring personal MOTOR VEHICLES IN LEISURE WORLD, shall have their MOTOR VEHICLE registered in the same manner as MEMBER/RESIDENT MOTOR VEHICLES. EMPLOYEE Vehicles shall display an appropriate parking pass at all times while on the property.

(month year)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****DRAFT 10.06.14****Traffic Rules and Regulations - Enforcement**

14.1.2.1 The Security Department or Health Care Center Administrator is responsible for removing the decal from a terminated EMPLOYEE'S vehicle.

14.2 Parking violations (except in loading zones and red zones) shall be dismissed if a handicap placard and placard identification valid at the time of the Citation are presented to the Security Department.

15.0 PENALTIES

The Security Department shall issue citations and keep records of the number and type of violations in any rolling six (6) month period. If two (2) moving violations have been issued to the same driver in a six (6) month period, notification shall be sent to the appropriate department with the required method of compliance as outlined below.

SHAREHOLDERS and MEMBERS have the right to contest a violation at a hearing and address the Board of Directors pursuant to Civil Code § 5855 before penalties are imposed.

15.1 For SHAREHOLDERS, MEMBERS, AND RESIDENTS, Security will issue the appropriate correspondence after two (2) moving violations. This first notification letter shall require completion of the AARP Safe Driver Class or other equivalent driver education training offered. Certificate of completion will be submitted to the Security Department. Security will notify the Mutual President of compliance.

If there is no compliance within sixty (60) calendar days, a second letter will be sent first class to the SHAREHOLDER, MEMBER OR RESIDENT calling the SHAREHOLDER OR MEMBER to a hearing at which he or she may address the Board. The Board may determine, in its discretion, to impose one or more of the following disciplinary measures and shall provide the member with written notice of its decision within fifteen (15) days following the action: :

(month year)

COMMUNITY OPERATIONS**VEHICLE AND PEDESTRIAN CODE****DRAFT 10.06.14****Traffic Rules and Regulations - Enforcement**

- a. The resident decal may be revoked and removed unless and until there is proof of compliance.
 - b. The Department of Motor Vehicles will be notified of the series of violations on the DS699, Request for Drivers Re-examination.
 - c. The Mutual President will be notified.
- 15.2 For VENDORS and CONTRACTORS, the notice will be forwarded to the Physical Property Office to issue the appropriate letter. Entry pass shall be revoked and SHAREHOLDER or department that provided the pass shall be notified. The Mutual President will be notified.
- 15.3 For CAREGIVERS, the entry pass shall be revoked and the SHAREHOLDER that provided the pass shall be notified. The Mutual President will be notified.
- 15.4 For VISITORS, the entry pass shall be revoked and the SHAREHOLDER that provided the pass shall be notified. The Mutual President will be notified.
- 15.5 For EMPLOYEES, the notice shall be forwarded to the Human Resources office to be dealt with per current policy.
- 15.6 Revocation of the resident decal is not a denial of entry into the community.

Policy

Adopted: date month year

**Golden Rain Foundation
Seal Beach, California**

(month year)

GOLDEN RAIN OPERATIONS

SECURITY DEPARTMENT OPERATIONS

Use of Body Worn Cameras Procedure

The Security Department is responsible for enforcing Golden Rain Foundation Policy 1920, Vehicle and Pedestrian Code. To assist in the documentation of violations of this Procedure, the Security Department staff will make use of body worn cameras. The cameras will assist in documenting the violation, the vehicle / pedestrians involved, and the interaction between the Security Officers with Shareholders.

1. Assignment of Cameras

Body worn cameras will be assigned to each Security Officer that works out in the field conducting patrol activities. The camera will be assigned to the Officer by the on-duty Watch Commander at the start of the Officer's shift. The Officer is responsible for checking in the camera with the on-duty Watch Commander at the end of their shift to download the data.

Body worn cameras will also be assigned to the on-duty Officer that works the "Board" position at the Main Gate. The "Board" position processes the guest admissions in the guest only vehicle traffic lane.

The Security Chief, Deputy Security Chief, and Watch Commanders may deploy body worn cameras to additional staff in the field to address situations that arise in the community.

Only Foundation issued body worn cameras may be used while on duty. Personal video cameras are not allowed.

2. Camera Position

Body worn cameras shall be worn by Officers at chest level. Approval from the on-duty Watch Commander or the Security Chief is required if the camera is to be worn in a different manner.

3. Activation / Use of Camera

Body worn cameras shall be activated prior to conducting enforcement action on Trust property. Officers shall announce that they are recording when coming into contact with the public on Trust property during the enforcement action.

Once activated, the body worn camera shall remain in recording mode until the conclusion of the enforcement action or a supervisor has authorized (on camera) that a recording may cease. Prior to deactivating the camera, Officers shall announce that the incident has concluded and that the recording will now cease.

Body worn cameras shall also be activated during the course of any encounter with the public that becomes adversarial after the initial contact. Officers may exercise discretion not to announce they are recording if doing so would be unsafe, impractical, or impossible.

Body worn cameras shall not be activated when entering;

1. Private residences.
2. Exclusive use common areas (patios, breezeways, balconies).
3. Areas where there is an expectation of privacy.
4. Normal non-enforcement activity.
5. Casual conversations between department personnel during breaks, lunch periods.
6. Official Mutual meetings.
7. Official Foundation meetings.

4. Data Management

At the conclusion of an Officer's shift, the on-duty Watch Commander is responsible for downloading the recorded data from the body worn camera. The data will be stored in a dedicated drive located at the Watch Commanders' work station.

Watch Commanders are required to document the date, shift, unit number, and officer's name and save that information as part of the file name.

The tampering, deleting, and copying of data from body worn cameras is prohibited.

Officers are allowed to review video footage of an incident in which they were involved, prior to making a statement or report about the incident.

The Security Chief, Deputy Security Chief, Full-time Watch Commanders, and the Administration Department may review the video footage to investigate a complaint, for training purposes, ensure compliance with this Policy, and assess overall officer performance.

Video footage shall be considered the Foundation's property and be subject to any evidentiary laws and regulations. Release of recorded data will require the completion of an authorization form and approval from the Executive Director.

5. Training

Officers will receive training on the proper handling of the body worn camera system. The training will review the charging of the unit, application of the unit on their person, the activation & deactivation, and proper handling to prevent damage or loss.

Watch Commanders will receive supplemental training on the proper downloading procedures, storage of data, and review of video footage, and records request procedures.

6. Policy Compliance

The use of body worn cameras is to assist in the documentation of violations of the Policy 1920 and during the course of any encounter with the public that becomes adversarial after the initial contact. The procedures in this policy are for the protection of the Foundation, shareholders/residents and employees. Failure to follow the procedures outlined in this policy or loss/damage to a body worn camera may result in disciplinary action up to and including termination.



October 17th, 2014

To: Golden Rain Foundation
PO Box 2069
Seal Beach, CA 90740

Attn: Jaime Guererro

Sent via e-mail: Jaimeg@lwsb.com

RE: dwellingLIVE Visitor Management Software at Three Guard House Visitor Lanes

Dear Sarah,

Thank you for the opportunity to provide a proposal for a new Visitor Management Software Systems. This proposal will include visitor management software and hardware for the following:

- Guard House Visitor Management Systems by dwellingLIVE/LiftMaster

Guard House Visitor Management System by dwellingLIVE/LiftMaster

- 1) One dwellingLIVE guardhouse visitor management computer and software at each of (3) locations.
 - a) This is a Kiosked system that does not permit downloading of other software or viruses.
 - i) The system software allows residents to register visitors via their own customized login and password via the Internet, or they can call them into the guard on duty.
 - (1) These entries are then loaded onto the guard house computer system via the Internet.
 - (2) Allows residents to e-mail guest passes (if desired).
 - (a) All guest pass types and limitations to be set by board and property manager.
 - b) Includes a guest pass printer for automatically printing passes for admitted visitors.
 - i) Initial 2,000 guest passes are included with the printer.
 - c) The new system will include an auto dialer system to also increase efficiency.
 - i) The auto dialer is interfaced with the existing guard house phone line.
 - (1) This system speeds phone calls to residents to authorize guests by allowing the phone number associated to the resident in dwellingLIVE to be auto dialed by the computer.
 - d) The new system will include a guest pass wireless barcode scanner system for guards.
 - i) The barcode scanner allows returning guests to have their existing valid passes scanned.
 - (1) This eliminates the need for additional passes, especially for longer term pass holders.
 - (2) This scanning process automatically logs the re-entry and opens the gates.
 - (3) This process also helps speed up guest processing during heavy traffic times.
 - ii) This is in addition to the dwellingLIVE feature that allows the guard to "record" an entry even without a pass so the community can save on passes and unnecessary paper waste.

General Scope of Work Requirements for the Database Programming and Staff Development:

1. Initial programming of the new dwellingLIVE resident/member database is included



- a. The initial database information will need to be exported from your existing guard house software database into a setup spreadsheet we will provide you.
 - i. If this system is not complete or corrupted it will require some of your own staff time to correct or complete the database.
 - ii. Our dwellingLIVE team will utilize this exported and or corrected information to build your new database.
- b. We have included approximately 8 hours labor for assisting your IT staff with the export and formatting and uploading the data into the new dwellingLIVE database.
 - i. This is generally sufficient time for this process as long as your IT staff are familiar enough with your database to export the information formatted as required.
 - ii. We can assist further will database data entry for \$65 per hour for standard data entry and formatting or \$125 for an actual database technician.
2. Management staff, guard staff and resident web training is included as part of this proposal.
 - a. Training is completed via dwellingLIVE University online
 - i. dwellingLIVE University: liftmaster.dwellinglive.com/university
 - ii. We are also available for remote support training as well if any of the staff struggle with issues after the initial online training is completed.
3. Resident introduction and a new system login information letter is included as part of this proposal
 - a. Your management staff will be provided a sample letter for review soon after acceptance of this proposal.
 - i. This will provide adequate time for your management staff and board to review and edit the letter as desired.
 - ii. Once the edited letter is returned (no less than 10 days prior to transition), the dwellingLIVE team will provide a mail merged final letter for each resident from the dwellingLIVE database.
 1. Each resident will have a unique initial user name and password that they will change upon initial login.
 2. These letters, one for each residence, will be provided to your management staff in PDF format (no less than 7 days prior to transition) so they can print and mail the letters to each residence (2-3 days prior to transition).
 - b. Residents should also begin hearing from your management staff approximately 21 days prior to the transition to expect the coming changes and to expect the eminent letter with login details.
 - i. Please note that property owners that are NOT residents can also have their own user name and login, which cannot be seen or accessed by tenants.
 - ii. Tenants can have a user name and login to the system to allow them to register guests.
 1. Tenant information is identified as "tenant" to any guard, staff or administrator logging into the system so they are clearly differentiated from property "owners".

Open API database link to existing Jenark management software:

4. dwellingLIVE database files do accommodate the linking to Jenark software database as follows.



- a. Jenark utilizes an ODBC compliant onsite database for linking to other databases
 - b. A bridge server with SQL software will be utilized to connect to Jenark via ODBC
 - i. Please contact your Jenark representative to enquire if there is a fee from their company for unlocking the ODBC link.
 - c. Custom programming will be accomplished to link the requested data from the Jenark database to the dwellingLIVE database.
 - i. Please note that special planning and consideration must be accomplished to ensure the data in both systems remains synchronized.
 1. This may require some data to be linked in a bi-directionally.
5. We are providing a conservative budget for the necessary hardware and programming.
- a. Please note that additional research and planning will be required before all desired requirements and timelines can be fully estimated.

Price for above as follows:

Description	Price	Initials
Three (3) dwellingLIVE Guard House Visitor Management Systems as described above	22,596.84	_____
dwellingLIVE Credentialed Bridge Server and API Programming Budget as described above	12,000.00	_____
Total Base Price	34,596.84	_____

Ongoing Monthly Subscription Fees for dwellingLIVE Visitor Management Software 395.00

All Monthly Subscription Fees are from 2nd Month forward - 1st Month Included in Installation

***Note: dwellingLIVE system requires a phone line (at guard house) and high speed Internet connection**

General Notes and Exclusions:

- Miscellaneous patch cables, mounting hardware, dressing and labeling materials are included.
- Excludes plot plans, permits, or other agency fees (none know of for this scope of work).
- Excludes required Internet service and monthly fees.
- Please review this link for demo of dwellingLIVE software: liftmaster.dwellinglive.com/communitykit
- LiftMaster/dwellingLIVE software does not require a contract and can be canceled with 30 days notice.
- See last page for standard disclaimers.

Please note that all the dwellingLIVE software modules can be added at anytime quickly and easily. There are many useful software modules provided by dwellingLIVE for a community such as yours that may become more interesting once you've found how user friendly and useful the software is and there is no penalty for adding modules in the future. Please let me know if you have any further questions or if you would like to speak on the phone or have an onsite meeting before you proceed. Thank you again for the opportunity to be of service.



Kind Regards,
Kevin Squire

Please let us know if you would like us to perform the above work by sending to our office a signed copy of this work proposal, along with your own company purchase or work order. (Faxed and e-mail copies are acceptable)

Approval to Proceed Signature: _____ Date: _____
Signed by:

Please initial next to above pricing being approved with signature

Installation and Service Quote Disclaimer

C.G. Systems, Inc. dba California Gate and Entry Systems, hereinafter referred to as (CGS) presents quotes and proposals as a good faith **estimate** based upon the site and/or system considerations as represented by the Customer and Owner or Owners of legal record (if different), hereinafter referred to as the Customer. Price Quoted is for the project total due. Adjustments may be made only if substantial Scope of Work is changed, either deleted or added. CGS standard installation practices are per manufacturer guidelines, codes (such as UBC, NEC, NFPA, UL325, ASTM F2200), or Authority Having Jurisdiction (AHJ). If any AHJ requires additional items not listed, the Customer agrees to pay for all such additional costs. Unless stated, quote does **not** include, cost for design, man-lift(s), conduit, conduit installation, electrical circuit(s) as may be required, demolition/reconstruction, unforeseen or underground obstructions, or any other site conditions resulting in additional costs to complete the work as quoted. **All** additional costs shall be invoiced to and paid by the Customer at CGS standard rates. CGS shall **not** under any circumstances be responsible for any additional cost, any loss, or perceived loss by the Customer. Further, the Customer shall waive any rights to charge back or deduct from any payments due CGS any fees or costs the Customer may have incurred whereby CGS did not directly approve such fees or costs and was not in direct and complete control for incurring such costs. CGS makes **no claim, no guarantee, and shall not** be responsible for any costs for the attempted elimination/reduction of Radio Frequency Interference (RFI) or for any wireless transmission device. **All** warranties shall be per Manufacturer's published specifications.

UL325 & ASTM F2200 Anti-Entrapment Requirements: CGS quotes for automated gates include anti-entrapment requirements as additive alternates because many contractors in the industry do not include such items in their quotes. These requirements are not currently a part of the building code, though they are required to meet the UL325 & ASTM F2200 requirements for automated gates. Customers that choose not to implement all the additive anti-entrapment requirements do so at their own risk and by accepting the CGS proposal the customer agrees to indemnify CGS against any claims involving entrapment incidents of any manner.

Fire Authority: The local fire authority's access requirements to your site may change when you install and or automate the driveway or community roadway gate, install access control systems on pedestrian gates and or doors. CGS suggests that you check with the local fire authority before finalizing your plans.

Spike Units: All spike units have a speed restriction of 5 MPH. We utilize the quietest units that CGS has found, but they still make noise as vehicles drive over them. Vehicles must approach & exit spikes straight (no spikes are allowed in a turn radius).

Metalizing: CGS recommends that all steel work be metalized prior to painting. Metalizing is a zinc anode coating that significantly reduces the onset of rust. All quotes, including metalizing are based on a 30 day estimate from the company we utilize for this process; CGS will update you on the cost as needed.

Solid Gates or Primarily Solid Gates: Although desirable for security and privacy, solid gates do not allow for air flow through the surface area of the gate and thus have a higher risk of failure or damage related to wind and wind gusts. Because of the added risk of damage to equipment, vehicles and or personnel, these style gates are outside gate operator manufacturer's recommendations and may reduce the manufacturer's parts warranty and our labor warranty on wind related issues.

CCTV and Access Control Systems: CGS in no way represents that CCTV and or Access Control systems are installed to guarantee the security or protection of employees, residents, guests, equipment or other valuables in any manner and CGS accepts no liability for misuse, abuse, or vulnerability of such systems.

CGS shall not accept delays in payment due to insurance subrogation or any third party payments to the Customer nor shall CGS be responsible for any Customer insurance policy deductible or other similar amounts or charges. All such damaged components become the property of CGS as a core charge unless otherwise stated. Such core items are kept for thirty (30) days from date of replacement and are available for insurance company inspection. CGS assumes no liability for the failure of any insurance entity failing to make any desired inspections within that time frame.

Warranty/repairs shall be governed under CGS and/or manufacturer(s) normal service & warranty policies. CGS labor is guaranteed for 1 year from date of installation for new installations and 90 days for service work unless otherwise stated. Future service, regardless of any existing warranty or service agreement, **shall be** denied without any liability on the part of CGS until all past due balances are paid in **full**, including **all** late Fees. Any such suspension of service shall **not** result in any credit and/or extension of any applicable warranty and/or service agreement. All warranties are null and void if any warranted products are altered or tampered with in any manner. Warranties do not cover equipment programming, re-programming, training, accidents, damages caused by animals/insects, weather or acts of God. SEE NEW INSTALLATION WARRANTY ON OUR WEBSITE FOR FURTHER DETAILS – WWW.CALIFORNIAGATE.COM

Payment is of the Essence: Customer agrees to pay CGS per the terms listed or per any previously agreed upon purchase arrangement. When any equipment has been installed and/or becomes operational, even in a limited way, and/or installation requires more than 30 days, **all** contractual payment balances shall be due and payable upon date of invoice, less a 10% retainer when specified, which is to be paid within 30 days of final completion. Customer **agrees** to pay **all** late charges for all overdue balances at the minimum rate of 2.0% per month. All invoices shall be **due upon receipt**. All equipment shall remain the property of CGS until outstanding invoice amount(s) is/are paid in full. Upon Customer default on payment(s), Customer shall additionally forfeit any previous payments, **and shall** without prior notification allow CGS access to Customer's premises to retrieve equipment without **any** liability to CGS, **and no refund**, in whole or part, shall be due the Customer.

Acceptance of quote by any means, written or oral, assignment and/or issuance of a purchase order by Customer, and/or authorizing or allowing CGS to commence ordering equipment and/or any related work shall constitute acceptance of **all** terms & conditions herein creating a contractual agreement. All agreement(s) shall be governed by the Laws in the State of California. Customer authorizes the governing legal authority to move the venue of any legal proceedings to a court in Orange County, California for any litigation instituted by either party. Customer agrees to pay any and all litigation and/or collection costs incurred by CGS. Acceptance constitutes a legal material lien by CGS on all equipment provided and/or installed until agreement is paid in full. CGS reserves any and all rights.

Wage Rates: Based upon information provided to CGS from the named Customer and/or the Owner/Agency/Contractor, all CGS labor quoted is calculated at **non-prevailing** hourly wage rates during normal business hours without any overtime included unless specifically specified otherwise. If for any reason, any governing agency determines and/or requires such labor to be paid at **prevailing** hourly wage rates above CGS's current existing payroll hourly rate schedules, the **customer and/or the owner/agency/contractor** for which the work has been quoted, **shall be fully responsible for any additional wages required to meet the prevailing wage rate** for the project, including, but not limited to, applicable payroll taxes, etc. It is the sole responsibility of the Customer/Owner/Agency/Contractor to provide CGS with the applicable labor wages required to perform the project. CGS shall **not under any circumstances** be responsible for any such additional wages as the result of information, misinformation, or payment policies of any other parties.

PAYMENT IS DUE AND PAYABLE UPON COMPLETION of or **SUBSTANTIAL COMPLETION OF PROJECT WORK** and/or **SERVICE ORDER**, whichever is the specific case regarding the service requested scope of work. In the event of a partial invoice, balance shall be due upon final completion.

NON-PAYMENT SHALL CONSTITUTE GROUNDS FOR MECHANICS LIEN ON CUSTOMER OWNED PROPERTY as applicable under the Laws of the State of California and/or any other legal jurisdiction having such authority.

ALL QUOTES ARE VALID FOR 30 DAYS ONLY. ANY WORK DELAYED BEYOND 30 DAYS AFTER A PROPOSAL OR QUOTE IS SIGNED BY THE CUSTOMER MAY BE SUBJECT TO PRICE INCREASES, INCLUDING 15% ADDED FOR OVERHEAD AND PROFIT, TO BE PAID FOR BY THE CUSTOMER

CGS **ACCEPTS VISA** or **MASTERCARD** for service work or installation jobs under \$1,000.00.

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COMMUNITY EDITION

SINGLE SOURCE SOLUTION FOR COMMUNITIES & HOAS



Community Edition (CE) delivers a first rate web presence & advanced communication tools for stand alone communities & HOAs looking to streamline operations and increase resident satisfaction.



FEATURES

ADMINISTRATORS

- > Multi-Page Web Presence
- > Role Based Access
- > Community Directory
- > Synced Bookings & Calendars
- > Scrolling Community Alerts
- > Email Messenger w/ Tracking
- > News & Event Announcements
- > Forms w/ Tracking
- > Reporting
- > Daily Backups

BOARDS

- > Board Portal w/ Restricted Access
- > Service/Work Order Requests
- > Discussion Forums
- > Board Specific Reporting

RESIDENTS

- > Resident Portal
- > Amenity/Facility Bookings
- > Community Calendars
- > Online Payments
- > Photo Galleries
- > Documents Library
- > Classifieds
- > Interactive Local Maps
- > Discussion Groups

Key Benefits

- ✓ Save time by facilitating community business online
- ✓ Communicate & aggregate information to residents
- ✓ Increase collections through online payments
- ✓ Provide continuity for staff, boards, & residents
- ✓ Integrate with your management system

FEATURE HIGHLIGHT

Role Based Access

Assign roles to each user (admins, board members, residents, etc.) to limit permissions for viewing certain documents, accessing certain functionality, and anything you specify.

FEATURE HIGHLIGHT

Forms with Tracking

Have an office that never closes! With online forms, residents can submit requests for maintenance, accounting inquiries, contact the board, file a rules violation or complaint, and much more with our easy to use, custom form builder with tracking.



FEATURE HIGHLIGHT

Resource Center & Communication

Provide visibility & improve communication with our resource center and email broadcast functionality. Post meeting minutes, governing documents, budgets, and other relevant documents to the resource center and then email broadcast to your entire community or custom distribution lists. *Talk to your Solutions Consultant about adding on text & voice broadcasting!*

"Since we started using AssociationVoice we have saved money on printing and decreased the amount of work in the office. We love it and couldn't live without it."

- Joe Ryan, Summer House Condos

QUICKBOOKS INTEGRATION

ASSOCIATIONVOICE & QUICKBOOKS INTEGRATION DETAILS



AssociationVoice is continually working to be the ultimate single source solution for Community Association Management (CAM) professionals. That is why we are proud to be the only partner in our industry to integrate with QuickBooks by Intuit to provide a web and accounting solution that streamlines process and increases efficiency.

INTEGRATION DETAILS

On The AssociationVoice Website You Can:

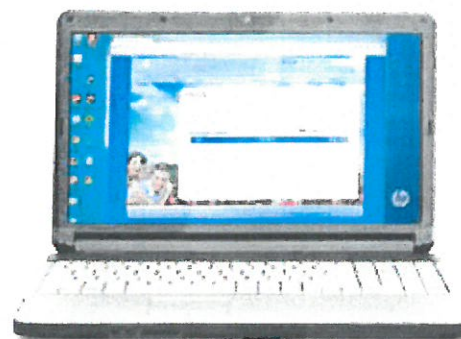
- > **View Account History:** View account information, transmit balance and recurring fee schedule
- > **Update Resident Payment Information:** Update resident account information in QuickBooks with credit card payments submitted from the AssociationVoice website
- > **Synced Security Privileges:** Security privileges synced with Quickbooks for website administrators

From QuickBooks You Can:

- > **Update Homeowner Directory Information:** Update your Association website directory with account changes made in Quickbooks
- > **Update Homeowner Payment History:** Push transmit balance and account history information from Quickbooks to community website

Key Benefits

- ✓ Sign on from a single location to manage community business
- ✓ Communicate & aggregate accounting information to residents
- ✓ Simple set up directly from the AssociationVoice client site
- ✓ Maintain database integrity with directory sync
- ✓ Reduce account history inquiries from homeowners



Question & Answer

What versions of QuickBooks does AssociationVoice integrate with?
Pro, Premier, Enterprise (on premise), Accountant, Online

When do new owners get added to the website?
After the data is entered into QuickBooks and the upload files are sent for processing

Can Security Role Permission get assigned during the upload process?
As a default all members will receive Property Owner Security Role Permissions but website administrator security privileges can be synced during directory update

Tai Fulton

From: Randy L. Ankeny
Sent: Monday, November 03, 2014 7:55 AM
To: Jaime Guerrero; Tai Fulton
Cc: President GRF; Steven McGuigan
Subject: Randy Ankeny - FW: Interesting idea

Please include this on the SBTC agenda

Randy L. Ankeny
Executive Director
for the Golden Rain Foundation
P.O. Box 2069
Seal Beach, CA 90740
Tel: (562) 431-6586, ext. 312
Fax: (562) 598-2009
Email: randya@lwsb.com

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From: Linda Stone [<mailto:lstone@michaelhamson.com>]
Sent: Sunday, November 02, 2014 2:22 PM
To: Randy L. Ankeny; Ronde Winkler Forwarding Address; Carole Damoci Forwarding Address
Subject: Interesting idea



LookBothWaysCrosswalk

Linda Stone
Treasurer
for GRF Board of Directors
(562) 799-7795 home
(562) 619-0424 cell
Email: lstone@lwsb.com

"Our challenge is to not let the bad corrupt the good." Sarah Jio

LOOK BOTH WAYS CROSSWALK



Golden Rain Foundation
Security Bus, and Traffic Committee
Security Chief Variance Report
November 12, 2014

Golden Rain Foundation
Budget Comparison Report
Security- CC37
For the Nine Months Ending September 30, 2014

		YTD		
G/L Number	Description	Actual	Budget	Budget Variance
Expenses				
61000	Salaries & Wages	\$937,855	\$917,379	(\$20,476)
61400	Payroll Taxes	95,901	92,303	(3,598)
61420	Workers Compensation	132,498	146,254	13,756
61430	Group Insurance Medical	22,795	25,415	2,620
61433	Group Insurance - Dental	650	505	(145)
61435	Group Insurance - Vision	438	388	(50)
61440	Retirement Fund	7,965	11,703	3,738
61450	Group Insurance - Life	956	728	(228)
61460	Long Term Disability Insurance	937	1,348	411
64100	Materials & Supplies	19,675	27,000	7,325
64200	Electricity	10,350	11,758	1,408
64260	Gas	699	1,146	447
64280	Telephone	1,793	1,502	(291)
64440	Equipment Rental	926	1,953	1,027
64700	Equipment Repair & Maintenance	7,208	6,300	(908)
64720	Building Repair & Maintenance	2,208	900	(1,308)
64800	Uniforms & Laundry	10,560	10,953	393
64810	Continuing Education	994	3,150	2,156
64820	Mileage	241	301	60
64821	Meals & Special Events		90	90
64830	Dues & Memberships	2,596	4,500	1,904
64890	Uncollectible Accts/Misc W/Os	506		(506)
64940	Service Contracts	3,650	1,426	(2,224)
66255	Employee X-Rays & Exams	7,255	8,718	1,463
Total Expenses		1,268,656	1,275,720	7,064

Budget Variance Report - September 2014

Gates & Patrol - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61000	Salaries and Wages	(\$20,476)	Crossing Guard Position
61400	Payroll Taxes	(3,598)	Payroll taxes
64100	Materials & Supplies	7,325	Purchases to be made in November / December
64700	Equipment Repair & Maintenance	(908)	Repairs to older patrol vehicle fleet.
64940	Service Contracts	(2,224)	Konica copier service.
Total Explained Variances		<u>(19,881)</u>	Dollars

SECURITY DEPARTMENT ACTION REPORT

November 12, 2014

1. LICENSE PLATE RECOGNITION CAMERA SYSTEM

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

- Purchase approved by the Security, Bus, and Traffic Committee on February 6, 2014.
- March 14, 2014 (Special Meeting) the GRF Board voted to approve the purchase.
- System purchased in March, received in late due April.
- Installation order submitted to Service Maintenance on April 25, 2014.
- Requirement of additional license purchase submitted to Committee for consideration on July 9th, 2014. Committee approved purchase.
- Additional license received and the IT Department is working on implementation of software and cameras.

2. SECURITY BODY-WORN CAMERAS

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

- Cameras ordered.
- Cameras tested out in the field.
- Policy being developed for review by Committee.

3. SECURITY DEPARTMENT WEBSITE

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

- Access to website development page provided by the IT Department.
- Staff obtaining content information for website directories.
- Staff obtaining photos for web content.
- On hold to allow staff training time for Jenark transition.