



---

---

**MEMO**

---

---

**TO:** STEVEN MCGUIGAN - CHAIR, TIM BOLTON, LOU KRIEGER,  
BARRY LUKOFF, KATHY RAPP, MARY WOOD, RONDE  
WINKLER, RANDY ANKENY, JAIME GUERRERO, MARK  
WEAVER, GRANT WINFORD, COURTNEY KNAPP,  
MARISA MCAULEY

**FROM:** FARA QUIRIN

**SUBJECT:** SECURITY, BUS & TRAFFIC COMMITTEE AGENDA

**DATE:** FEBRUARY 11, 2015

---

Attached is the Security, Bus & Traffic Committee Agenda for the February 11, 2015 meeting at 1:00 p.m. in the Administration Conference Room.

Thank you.

## AGENDA

### SECURITY, BUS, & TRAFFIC COMMITTEE Administration Conference Room Wednesday, February 11, 2015 – 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 Regular Meeting Minutes of January 14, 2015
6. Correspondence
7. Shareholder Comments
8. **UNFINISHED BUSINESS**
  - a. Crosswalk Flags Update
  - b. North Gate Contractor Traffic – Amend Policy 5536
  - c. Satellite Office Update
9. **NEW BUSINESS**
  - a. 2015 Capital Plan
  - a. Pedestrian Gate Security – Amend Policy 5535
  - b. Physical Improvements to Main Gate Lobby
  - c. Criminal Background Checks
  - d. Digital Photograph Procedure
10. **REPORTS**
  - a. Chief of Security
  - b. Community Facilities Manager
  - c. Executive Director
11. GRF President's Comments
12. Committee Member Comments
13. Next meeting: Wednesday, March 11, 2015 at 1:00 p.m.
14. Adjournment

Randy,

The "GUIDELINE OCFA Code B-09" that was used by the Physical Properties Committee and then sent to me by Jaime Guerrero was revised September 23, 2013. I fail to differ with you and staff members, but this was written as a guideline for the purpose of: "These guidelines apply to new, remodeled, reconstructed, or relocated residential or commercial structures and developments to which emergency response may be necessary. The information contained in this document is intended to assist the applicant in attaining compliance and to ensure that privately owned roadways necessary for emergency response purposes will be available for use at all times. Additionally, under the scope of the document it is stated, "These **guidelines** apply to new, remodeled, reconstructed, or relocated residential or commercial structures and developments to which emergency response may be necessary. The information contained in this document is intended to assist the applicant in attaining compliance and to ensure that privately owned roadways necessary for emergency response purposes will be available for use at all times."

Nowhere is it stated that this an "actionable" or "enforceable" code. Likewise, the width of Golden Rain Road with no access for parking, bike lanes, etc. is 17 feet wide. If we were to have considered the re-pavement project as a "remolded, reconstructed, or relocated residential or commercial structure, it many have implied. Correct me if I am wrong but this was only a "re-pavement" project and does not meet those criteria. If it had met the criteria the finished width of the street would have been 18 feet without allowance for parking.

We have mixed apples and oranges and the shareholders did their best to present their case. The new "rolled" curb is at approximately 45° and is over a foot wide. These are areas where there is no cross-walkway (check 1 street north of El Dorado on Golden Rain west) and pedestrians CANNOT climb the curb with certain disabilities. Likewise, the slope that was created at the intersection of Cedar Crest and Golden Rain for pedestrians as a result of this project fails to meet this requirement which was established by the ADA. The sidewalk in front of our unit on Golden Rain Road is only part Mutual Property. It is the GRF that removed the road, the curbs, and cracked the newly repaired sidewalks, causing them to no longer meet ADA requirements. I am taking the slope of the walkway to our units to our mutual to address.

Golden Rain Road was NEVER designated as a "Fire Lane" throughout its over 50 years in existence. The entire community and its infrastructure were constructed prior to these GUIDELINES. There are a number of Trust streets with much more severe issues and Golden Rain Road. The major problem on Golden Rain Road is the stretch of road from El Dorado to Thunderbird has no right hand turnoffs and is used as a speedway. We endure, excessive noise, debris, and the actual shaking of our units throughout the day and personal items have been broken as a result.

I have also been advised that there is a sign on the delivery roster for those who deliver "Meals on Wheels" that says they "cannot park in any red zone and Security is directed

to cite us!! By someone who delivers these meals. Appropriately the bus and other delivery vehicles should be restricted as well, but then the residents living on Golden Rain Road will be truly "cut off" from the community.

The point of the speech that I gave at the GRF Board meeting yesterday was simply this: "As residents/shareholders who have purchased property inside of Leisure World, we should be accorded the same courtesy and rights that we are guaranteed outside of our walls. All of us purchased our units for several reasons, but overwhelming: 1;for access to transportation particularly in an emergency (the buses, UPS, etc. still PARK on Golden Rain Road, but residents can't?); 2. For SECURITY. We are apparently under the false impression that the department known as security will come to our aid when called. It was not until yesterday that I was told that I, the shareholder, had to call 911 even if in imminent danger on Trust property. I hope this information is shared with other shareholders as my "Cujo moment" will be remembered for a long time and what was said by the security officer who answered the phone. He could have told me to dial 911. That was something I could have done. I didn't not have a paper and pencil to write down the Humane Society number AND I was not reporting a "sighting."

I'm from up north where we live alongside wild animals. We kept a loaded shotgun over the door and when we heard a noise at night, we grabbed the shotgun and fired a single shot. Generally, the hen house quieted down as the fox (or major predator) left. We cannot fire a rifle hear and I believe the rabid coyote would have charged in his confused state. Hazing, bizarre noise, a whistle would not have caused him to leave, but to attack. This information must be provided to the residents. As a neighbor in the Bridgeport community of Seal Beach said, "They are beautiful animals and they have the right to survive." It is the pet owners who allow their dogs and cats to run unleashed or use their patios as "pens." There are cages and "tents" available for pets to get outdoor exercise.

Additionally, I would like to point out a roll top fence, please visit <http://www.coyoteroller.com/> before we trap, kill or take any other action regarding the coyotes. Likewise, unless the perimeter wall were complete and all access points along the canal and elsewhere in the community were addressed and fixed, no amount of fencing or fancy deterrents on top of the fences will keep the coyotes or anyone or anything else out of the community. The spikes currently being use (<http://www.wall-spikes.com/>) can be dangerous to thieves and trespassers. Despite the limitations you and the board and staff may see on eliminating intrusions, I see lawsuits from intruders who are injured climbing the fence.

Leisure World has been here since 1962. Many residents roamed the fields that became Leisure World long before that. Since we don't know your age, we don't even know if you were alive in 1962. I remember the World's Fair in Seattle (home of the Space Needle) and I remember the 1964 World's Fair (home of the Unisphere). We were raised with Googie architecture (none of us are really fond of the Poodle skirts) and many members of the surrounding communities remember the Cortese's. The information on Orange County's 125 anniversary was not made public to the residents,

nor has the Seal Beach 100th Anniversary Celebration. I still have my t-shirt from the 90th birthday and, as a Seal Beach resident, participated in the festivities. Leisure World was not represented. I am pushing to have it represented and I do not understand why you and your staff and the GRF board have picked now to make radical changes in our community. I will leave you with the security discussion, but realize that my ties to the surrounding community are very strong.

Margie Meigs  
1/28/15

**From:** [Randy L. Ankeny](#)  
**To:** [Liz Lubin](#); [Fara Quirin](#)  
**Cc:** [Steven McGuigan](#); [Barry Lukoff Forwarding Address](#); [Mark Weaver](#); [Jaime Guerrero](#)  
**Subject:** Randy Ankeny - FW: Temporary Parking on Golden Rain Rd.  
**Date:** Thursday, January 29, 2015 7:16:44 AM

---

Please place under correspondence for review on both the SBTC (enforcement of the fire lane restriction) and PPC (fire lane designation)

**Randy L. Ankeny**

Executive Director

*for the* Golden Rain Foundation

P.O. Box 2069

Seal Beach, CA 90740

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

Fax: (562) 598-2009

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

**CONFIDENTIALITY NOTICE:** If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

---

**From:** Mary Milhone [mailto:[marymilhone@gmail.com](mailto:marymilhone@gmail.com)]  
**Sent:** Thursday, January 29, 2015 5:32 AM  
**To:** Randy L. Ankeny  
**Subject:** Re: Temporary Parking on Golden Rain Rd.

Good Morning, Randy:

I absolutely have no problem with that! This whole red curb issue needs a do-over because faulty committee actions created this dissension, which as you know, is NOT limited to emergency meals volunteers.

Thank you for your time and effort with this, Randy.

Mary M.

On Wed, Jan 28, 2015 at 3:16 PM, Randy L. Ankeny <[randya@lwsb.com](mailto:randya@lwsb.com)> wrote:  
Mary

With your permission, I would like to forward your note to the attention of the Physical Properties Committee as well as the Security Bus and Traffic Committee.

**Randy L. Ankeny**

Executive Director

*for the* Golden Rain Foundation

P.O. Box 2069

Seal Beach, CA 90740

Tel:  [\(562\) 431-6586, ext. 312](tel:(562)431-6586)

Fax: [\(562\) 598-2009](tel:5625982009)  
Email: [randya@lwsb.com](mailto:randya@lwsb.com)

**CONFIDENTIALITY NOTICE:** If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

---

**From:** Mary Milhone [mailto:[marymilhone@gmail.com](mailto:marymilhone@gmail.com)]  
**Sent:** Wednesday, January 28, 2015 2:14 PM  
**To:** Randy L. Ankeny  
**Cc:** Jaime Guerrero; Steven McGuigan Forwarding Address; President GRF

**Subject:** Re: Temporary Parking on Golden Rain Rd.

Randy -

First, B-09 is a **guideline**, not a reg, and it is labeled as such. I presented this argument when I appeared at the GRF Meeting last fall when the red curb issue was on the agenda once again. I believe you are mistaken when you refer to it as a reg. I must conclude that it is policy (SBT Committee) that is driving this nonsensical enforcement, not "regulations!"

Second, if Security is going to enforce this policy, then all bus benches should be removed from GRR and minibuses be routed to access roads to pick up passengers. As I stated in a previous email, there should be no distinction between bus drivers and emergency meals volunteers. Both are performing a community service! Taking the position that we are compelled to follow this policy, regulation, guideline---whatever---and then excluding bus drivers is totally inconsistent!

Third, this was a hot topic in the emergency meals office, and guess what I kept hearing from other volunteers: "Management is not going to bat for us. They should fight for us." I've been around the block---I know better, but I just want to point out that this enforcement procedure is causing a lot of stir, and I can assure you and the SBT Committee that the first citation that is issued will be the first shot fired.

I do not expect a reply, but I would welcome one. I just want to make you, Ronde, and the SBT Committee aware that 80+ emergency meals volunteers are very unhappy.

On Wed, Jan 28, 2015 at 1:41 PM, Randy L. Ankeny <[randya@lwsb.com](mailto:randya@lwsb.com)> wrote:  
Dear Mary,

We are required to reasonably enforce traffic regulations as established by approved policy and or city, county, state or federal rule, code or ordinance as applicable. In the case of the posted fire lane along Golden Rain, this was a requirement by the Orange County Fire Authority (OCFA) in accordance with the OCFA B-09 regulations, this was not a case where as private property where we could state out "own" vehicular rules, but comes under a county authority where we must be compliant as emergency service vehicle use out streets.

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

**CONFIDENTIALITY NOTICE:** If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

---

**From:** Mary Milhone [mailto:[marymilhone@gmail.com](mailto:marymilhone@gmail.com)]  
**Sent:** Wednesday, January 28, 2015 12:39 PM  
**To:** Randy L. Ankeny  
**Cc:** Jaime Guerrero  
**Subject:** Re: Temporary Parking on Golden Rain Rd.

Randy:

I delivered emergency meals today and there was a notice in the office and on all delivery rosters that we cannot park in red zones and will be cited if we do so. Seriously????

Full disclosure: I am in political-activist mode, much the same as I was back in 2002 when M2 was in such a mess (way before your time).

You wrote that you were going to "address this." This is totally wrong!!!

Mary M.

On Tue, Nov 25, 2014 at 7:30 AM, Randy L. Ankeny <[randya@lwsb.com](mailto:randya@lwsb.com)> wrote:  
Mary,

I will address this, thank you for bringing this to my attention.

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

**CONFIDENTIALITY NOTICE:** If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if

you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

---

**From:** Mary Milhone [mailto:[marymilhone@gmail.com](mailto:marymilhone@gmail.com)]  
**Sent:** Tuesday, November 25, 2014 6:12 AM  
**To:** Jaime Guerrero; Randy L. Ankeny  
**Subject:** Temporary Parking on Golden Rain Rd.

Jaime -

Last Wednesday I was delivering emergency meals along with another volunteer. I parked on GRR directly in front of B/87 in M4. While the other volunteer took the meal to the resident, I stayed behind the wheel, motor running, flashers on, and very visible signs stating "Emergency Meals" on both front and rear windshields.

As the other volunteer was exiting the residence and heading for my car, a security officer pulled up behind me, got out of her vehicle and told us we cannot park there. No citation was issued. I'm sure you know that the time spent parking in any location when delivering emergency meals seldom exceeds 2 minutes.

Why can't emergency meals volunteers be treated the same as bus drivers who also park on GRR to pick up and drop off passengers? We're both doing a community service. Have you been directed to disallow temporary parking of **attended** vehicles belonging to emergency meals personnel? What is the current policy re FedEX and UPS delivering packages? .

I would appreciate a response to my questions via email or phone call. Thank you!

Mary Milhone  
Mut. 2 - 48F  
430-4114

## Fara Quirin

---

**From:** Steven McGuigan <mcgus66@me.com>  
**Sent:** Thursday, February 05, 2015 1:11 PM  
**To:** Fara Quirin  
**Subject:** Fwd: Leisure World Seal Beach - MUT08 Web Site Form - Ask Board - Steven McGuigan

Please include

Sent from my iPhone

Begin forwarded message:

**Resent-From:** [smcguigan@lwsb.com](mailto:smcguigan@lwsb.com)  
**From:** MARCIA RINALDI <[leisureworldsealbeachmut08@yourcommunitybulletins.com](mailto:leisureworldsealbeachmut08@yourcommunitybulletins.com)>  
**Date:** February 5, 2015 at 9:11:02 AM PST  
**To:** STEVEN MCGUIGAN <[smcguigan@lwsb.com](mailto:smcguigan@lwsb.com)>  
**Subject:** Leisure World Seal Beach - MUT08 Web Site Form - Ask Board - Steven McGuigan  
**Reply-To:** [marciamutual8@gmail.com](mailto:marciamutual8@gmail.com)

Form: Ask Board - Steven McGuigan  
Community: Leisure World Seal Beach - MUT08  
Submitted By: MARCIA RINALDI at 1261 OAKMONT ROAD (08177E)

Full Name: MARCIA RINALDI  
Unit: 177E  
E-mail: <mailto:marciamutual8@gmail.com>  
Phone: 5625975678  
Inquiry: Hi Steven,

Is it possible for you (and/or your committee) to investigate the feasibility of placing stop signs at the intersection of St. Andrews Dr. and Oakmont Rd.?

(Similar to the signs recently placed at St. Andrews Dr. and Interlachen Rd.)

Turning right or left -from-Oakmont Rd. -onto- St. Andrews Dr. is often a very dangerous situation. (Due to cars parked on the street, blocking the view for drivers.)

I have witnessed many "near misses"!

Also, unfortunately, I recently was quite "unnerved" by a personal "near miss" (as a passenger), myself. Quite scary!

I know you and your committee are very busy with many priorities - but hopefully this situation can be looked at "sooner than later".

Many thanks for the work you are doing for M8 and Leisure World.

Regards,  
Marcia

**From:** [Randy L. Ankeny](#)  
**To:** [Fara Quirin](#)  
**Cc:** [Jaime Guerrero](#); [Steven McGuigan](#); [President GRF](#)  
**Subject:** FW: Randy Ankeny - Jims Gate  
**Date:** Wednesday, January 28, 2015 11:50:03 AM

---

Please include on the next 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](mailto:randya@lwsb.com)

**CONFIDENTIALITY NOTICE:** If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

---

**From:** Mario Michaelides [<mailto:greektoyou@gmail.com>]

**Sent:** Wednesday, January 28, 2015 11:27 AM

**To:** Randy L. Ankeny

**Cc:** President GRF; Steven McGuigan

**Subject:** Re: Randy Ankeny - Jims Gate

Dear Mr. Ankenny,

I might be wrong but sometime last year the Board voted to keep Jim's Gate open till 10:00p.m.

The reason was that some businesses stayed open till 10:00p.m. and the residents needed access to come back in without having to walk all the way back to the Front Gate.

I did not say a shareholder approached me I mentioned that Directors from Mutual One approached me with this problem during Mutual One's meeting.

Since we all use our Id cards to enter at Walk in Gates I don't see why the residents don't have access twenty four hours a day.

I believe this issue should be in the next Agenda of the SBTC meeting.

Some of our residents have no cars and most could not walk that far from the Shopping Center all the way to the Front Gate to come back in.

I also believe we should do everything possible to help our residents in need.

Respectfully,

M.Michaelides

On Wed, Jan 28, 2015 at 8:17 AM, Randy L. Ankeny <[randya@lwsb.com](mailto:randya@lwsb.com)> wrote:  
Dear Mr. Michaelides,

I'm reviewing your concern that Jims gates is being close too early, per GRF Policy 5535:

The following pedestrian gates will be available for use as follows:

**CHURCH GATE:** Daily from 6:00 a.m. to 9:00 p.m.

**JIM'S GATE:** Daily from 6:00 a.m. to 9:00 p.m.

**MAIN GATE:** Daily from 6:00 a.m. to 11:00 p.m.

**ST. ANDREWS GATE:** Daily from 6:00 a.m. to 9:00 p.m.

**NORTH GATE:** Daily from 6:00 a.m. to 9:00 p.m.

You mentioned that Shareholders of M1 may wish to be able to uses Jim's Gate up until 10PM. As the policy states 9PM would you like for this to be brought before the SBTC for committee review for a possible revision to the Policy?

We will be monitoring to make sure that the policy is being complied with and that the gate is not being closed before the proscribed time.

Best Regards,

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

**CONFIDENTIALITY NOTICE:** If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is only for the use of the individual or entity to which it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient. Thank you for your compliance. The Golden Rain Foundation is not responsible for any virus that may be with an e-mail attachment. It is the responsibility of the recipient to utilize anti-virus scanning prior to opening any attached documents.

**MEMO**

---

---

**TO:** SECURITY, BUS, AND TRAFFIC COMMITTEE  
**FROM:** JAIME GUERRERO, SECURITY CHIEF  
**SUBJECT:** CONCERN SHARED BY MR. POGREBINSKY, MU 12, 70-E  
**DATE:** FEBRUARY 11, 2015  
**CC:** FILE

---

Mr. Pogrebinsky of Mutual 12, Unit 70-E, came to our office on January 26<sup>th</sup> and shared a concern regarding the Los Alamitos Shuttle Bus. He shared that he recently used the shuttle bus service to go to the Los Alamitos Health Care Center and noticed a gentleman board the bus that may not have been a Member. He did not see any effort on the driver's behalf to identify the person and was concerned that unauthorized persons may use this service to gain entry into the community.

I shared the concern with Ms. Terry Furlow, Administrator of the Health Care Center, who advised that person boarding within the community are authorized by the Security Department staff at the gates. When the shuttle bus picks up passengers at the hospital, the driver ensures that they are Members.

Ms. Furlow was able to provide with the name of the person Mr. Pogrebinsky suspected of being unauthorized. The person was Mr. Ken Cole of Mutual Five, Unit 101-F.



---

---

**COMMITTEE ACTION REQUEST**

---

---

**TO:** SECURITY, BUS, AND TRAFFIC COMMITTEE  
**FROM:** JAIME GUERRERO, SECURITY CHIEF  
**SUBJECT:** AMEND POLICY 5536 – GATE SECURITY  
**DATE:** FEBRUARY 11, 2015  
**CC:** FILE

---

In an effort to reduce the traffic congestion at the Main Gate entrance staff recommends that all contractors that are authorized by the Physical Property Department in possession of a service pass be required to enter the community via the North Gate. An amendment to GRF Policy, 5536 Gate Security, stating that authorized contractors are required to use the North Gate will allow staff to enforce the requirement.

I move the Committee consider the proposed amendment to GRF Policy 5535, Pedestrian Gate Security.

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Gate Security**

MAIN GATE: Open twenty-four hours daily.

All persons invited to Seal Beach Leisure World by a resident, and all persons having business with any of the corporations at Leisure world, will be permitted to enter provided they have valid identification. Contractors authorized by the Physical Property Department to work in the community in possession of a valid service pass will be required to enter through the North Gate entrance.

- A. Vehicles with properly issued decals, such as residents and GRF and Health Care Center employees.
- B. Valid identification cards showing that the person is a resident or a staff member of the Golden Rain Foundation.
- C. Holders of a valid Visitor or Service Pass.

All other persons seeking entrance into this community will have the purpose of their visit certified by a resident or authorized staff member.

Any identifiable emergency vehicles (fire equipment, police car, ambulances, etc.) will be admitted to the community.

NORTH GATE: Open daily from 6:00 a.m. to 9:00 p.m.

The North Gate is open daily to provide access to the following:

- A. Vehicles with properly issued decals for residents and GRF and Health Care Center employees.
- B. Emergency vehicles – the same as the Main Gate.
- C. Holders of a valid Visitor Pass.

(Feb 15)

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**AMEND**

**Gate Security**

- D. Contractors authorized by the Physical Property Department to work in the community in possession of valid service passes.

Vehicles other than the ones described above will be directed to the Main Gate for admittance.

ST. ANDREWS GATE: Open daily from 6:00 a.m. to 9:00 p.m.

The St. Andrews Gate is open daily to provide access to the following:

- A. Vehicles with properly issued decals for residents and GRF and Health Care Center employees.
- B. City and tour buses.
- C. Emergency vehicles – the same as the Main Gate.
- D. Holders of a valid Visitor Pass.

Vehicles other than the ones described above will be directed to the Main Gate for admittance.

PEDESTRIAN GATES: All pedestrian gates will be controlled by key-card locks that have been approved by the Security, Bus and Traffic Committee of the Golden Rain Foundation.

**Policy**

- Adopted: 04 Nov 64
- Amended: 19 Oct 76
- Amended: 16 Nov 76
- Amended: 15 Feb 77
- Amended: 14 Apr 81

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Feb 15)

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**AMEND**

**Gate Security**

Amended: 20 Nov 84

Amended: 21 Apr 87

Amended: 21 Jul 92

Amended: 15 Sep 92

Amended: 20 Feb 01

Amended: 16 Sept 08

(Feb 15)

# 2015 Capital Plan

Department	CC	Item	Cost	Priority			
				1st QTR	2nd QTR	3rd QTR	4th QTR
Emergency Preparedness	22	Back Hoe attachment	\$15,000				
		Water storage, pump and hose	\$5,000				
		Evacuation chairs (2)	\$4,000				
		Medical Supplies (purchased in 2014)					
Mutual Administration	33	Caregiver pass printer	\$3,000				
ITS	34	Credit Card POS Solutions	\$5,500				
		Second Server/Rm Mods	\$63,800				
		Main Server Room Modifications	\$6,600				
		CH4 Technology Enhancements	\$44,000				
		Visual Display Solutions	\$22,000				
News	36	Backup Server - Macintosh	\$9,663				
		Dell Workstation Monitors	\$1,416				
Security	37	Radar Trailer	\$9,000				
		Patrol Car Security Cameras	\$3,000				
		Security Camera Monitors	\$3,000				
Bus	38	Swing out Stop Signs for Buses	\$13,000				
		In Bus Cameras	\$12,000				
		Bus Backup Proximity Sensors	\$3,000				
Recreation	40	Additional Sand Trap	\$4,000				
	51	BBQ Area Wind Wall & Electrical Line	\$5,000				
	54	Conference Room Mic System	\$12,000				
	56	Ballet Barre	\$2,000				
		Total	\$245,979				
<b>Funding</b>							
Number of Required Member Certificates at \$1,678 (Policy 5061-33)				0	0	0	0



---

---

**COMMITTEE ACTION REQUEST**

---

---

**TO:** SECURITY, BUS, AND TRAFFIC COMMITTEE  
**FROM:** JAIME GUERRERO, SECURITY CHIEF  
**SUBJECT:** AMEND POLICY 5535 – PEDESTRIAN GATE SECURITY  
**DATE:** FEBRUARY 11, 2015  
**CC:** FILE

---

A request was received from Mr. Michaelides, GRF Representative, Mutual One, to provide the Security, Bus, and Traffic Committee with a proposed amendment to GRF Policy 5535, Pedestrian Gate Security. The amendment would extend the closing time of the Jims Gate from 9:00 p.m. to 10:00 p.m. to provide greater access to Mutual One Members.

I move the Committee consider the proposed amendment to GRF Policy 5535, Pedestrian Gate Security.

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**AMEND**

**Pedestrian Gate Security**

Pedestrian gates at Seal Beach Leisure World are equipped with key-card locks and can be opened by residents using their I.D. cards. When not intended for use, the gates are padlocked so they cannot be opened.

The following pedestrian gates will be available for use as follows:

- CHURCH GATE:** Daily from 6:00 a.m. to 9:00 p.m.
- JIM'S GATE:** Daily from 6:00 a.m. to 10:00 p.m.
- MAIN GATE:** Daily from 6:00 a.m. to 11:00 p.m.
- ST. ANDREWS GATE:** Daily from 6:00 a.m. to 9:00 p.m.
- NORTH GATE:** Daily from 6:00 a.m. to 9:00 p.m.

**Policy**

- Adopted: 15 May 79
- Amended: 19 Jun 79
- Amended: 18 Nov 86
- Amended: 21 Apr 87
- Amended: 20 Feb 01
- Amended: 16 Sept 08
- Amended: 22 Oct 13

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Feb 15)

## **GOLDEN RAIN OPERATIONS**

### **SECURITY DEPARTMENT**

**DRAFT**

### **DIGITAL PHOTOGRAPH PROCEDURE**

#### **PURPOSE AND SCOPE**

This policy is to establish department guidelines for the processing, distribution and storage of images (photos) taken and stored in digital format. All Incident Reports documenting events of which occur on Foundation and Mutual property shall be accompanied by photographs to supplement the report. All Incident Reports and photographs are primarily created for the purpose of attorney review by the Golden Rain Foundation corporate counsel.

#### **APPLICATION**

A department issued digital camera may be used for investigations where documentation by photograph is appropriate by department staff. Photographs will only be taken from common areas where there is no expectation of privacy.

Photographs of exclusive use common areas (patios, breezeways, balconies, walkways, or interior areas of residences) may be taken as part of an official inspection after proper legal notice to the Shareholder or if formal consent has been received from the Shareholder.

All photos taken, even those of poor quality, should be retained to maintain the integrity of the incident file. Additional photo(s) should be taken to obtain the best representation of the scene or object. At no time will the employee take photographs of an injured person that would reveal the person's identity (ie: facial features, identifiable tattoos, identifiable clothing).

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

### **VIEWING OR PRINTING IMAGES**

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

### **DIGITAL IMAGES STORAGE**

The on-duty watch commander or designee shall be responsible for collecting and downloading the digital images to a specified secure directory on the network server. The downloaded images shall be saved to a sub-directory (folder) under the corresponding Mutual or Trust property address. The images shall not be modified from their original format during archiving. The stored images will be electronically transmitted by the on-duty watch commander or designee to the Foundations legal counsel.

### **PURGING DIGITAL IMAGES**

Purging the digital images from the Foundation's network server will occur after confirmation has been received from the Foundation legal counsel that the images have been received and stored in their network server. Purging of the digital images will be at the discretion of the Foundation legal counsel.

# Golden Rain Foundation

## Budget Comparison Report

### Security- CC37

For the Twelve Months Ending December 31, 2014

INTERNALLY PREPARED

FOR MANAGEMENT USE ONLY

		<u>YTD</u>			
G/L Number	Description	Actual	Budget	Budget Variance	
<b>Expenses</b>					
(\$186)	61000	\$1,245,105	\$1,223,172	(\$21,933)	\$1,223,172
	61400	124,731	123,071	(1,660)	
	61420	138,641	152,561	13,920	
	61430	30,102	33,887	3,785	
(14)	61433	843	673	(170)	
	61435	556	517	(39)	
	61440	12,357	15,606	3,250	
(35)	61450	1,290	971	(319)	
	61460	1,229	1,798	569	
(4,107)	64100	33,334	36,000	2,666	
	64200	13,880	15,679	1,799	
	64260	838	1,527	689	
(110)	64280	2,436	2,003	(433)	
	64440	1,288	2,604	1,316	
(912)	64700	15,564	8,400	(7,164)	
	64720	2,208	1,200	(1,008)	
(507)	64800	16,013	14,604	(1,409)	
	64810	1,489	4,200	2,711	
	64820	326	400	74	
	64821		120	120	
	64830	2,596	6,000	3,404	
	64890	506		(506)	
(423)	64940	5,131	1,900	(3,231)	
(1,466)	66255	11,115	11,625	510	
	<b>Total Expenses</b>	<b>1,661,576</b>	<b>1,658,518</b>	<b>(3,058)</b>	<b>1,658,518</b>
<b>Other Cost Recovery</b>					
(74)	5385...	654	888	(234)	
	<b>Total Other Cost Recovery</b>	<b>654</b>	<b>888</b>	<b>(234)</b>	
(1)	53300	1,657,620	1,657,630	(10)	
	<b>Total Cost Recovery</b>	<b>1,658,274</b>	<b>1,658,518</b>	<b>(244)</b>	<b>1,658,518</b>
<b>Off Budget Items</b>					
	<b>Net Income / (Expenses)</b>	<b>(3,302)</b>		<b>(3,302)</b>	

## Budget Variance Report - December 2014 Gates & Patrol - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61000	Salaries and Wages	(\$21,933)	Crossing Guard Position - Non-budgeted position
61400	Payroll Taxes	(1,660)	Payroll taxes
64700	Equipment Repair & Maintenance	(7,164)	Repairs to older patrol vehicle fleet and traffic accidents.
64720	Building Repair & Maintenance	(1,008)	Termite repair to guard shack at Main Gate
64940	Service Contracts	(3,231)	Konica copier service.
Total Explained Variances		(34,996)	Dollars

# SECURITY DEPARTMENT ACTION REPORT

## February 11, 2015

### 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 9<sup>th</sup>, 2014. Committee approved purchase.
- Additional license received and the IT Department is working on implementation of software and cameras.
- Access to viewer provided to Security Department.
- IT Department resolving capture issue at Main Gate.

### 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.
- Procedure being developed for review by Committee.
- Procedure approved by the Golden Rain Board. Staff will be trained in December with cameras to be deployed in January 2015.
- Taser Axiom Cameras received and beginning programming.
- Testing being conducted on radar / driver license enforcement.

### 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.

---

---

## MEMORANDUM

---

---

**TO:** MARK WEAVER, COMMUNITY FACILITY MANAGER  
**FROM:** GRANT WINFORD, AUTO SHOP / BUS SUPERVISOR  
**SUBJECT:** MINIBUS MONTHLY REPORT JANUARY 2015  
**DATE:** 02/04/15  
**CC:** TAI FULTON

---

### JANUARY 2015

**TOTAL PASSENGERS:** 4416 (5064) INCLUDING ACCESS)

**DAILY AVERAGE MON-FRI:** 171

**2015 YEAR TO DATE:** 4416 (5064) 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>
839	969	692	1269	635

#### 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>
40	46	33	39	12

THE ACCESS W/C BUS MADE 498 ONE WAY TRIPS FOR A DAILY AVERAGE OF 17 TRIPS PER DAY. THE ACCESS BUS PICKED UP 648 PASSENGERS IN THE MONTH OF JANUARY.

A SPECIAL EXECUTIVE TOUR PROVIDED BUS RIDES FOR 12 PASSENGERS DURING ONE AFTERNOON.

**Cost per passenger – Daily routes: \$4.79 for an annualized cost of \$3.20 per apartment per month.**

**Cost per passenger – W/C bus: \$6.74 for an annualized cost of \$.66 per apartment per month.**

# Budget Variance Report - December 2014

## Security Bus & Traffic - CC ## 38

For Cost Center 38 there is a positive total variance of \$60,316 through the month of December. 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	50,654	One staff member was on Disability Leave one Family Leave, reduction of bus route
38	64100	Materials & Supplies	-8,550	Approved non budgeted Tool Box's purchased
38	64700	Equipment Repair & Maint	4,461	
38	64701	Equipment Repair & Maint bus	-3,547	Un expected repairs to bus's
38	64870	Fuel and Oil	15,020	Cost per gallon less than budgeted
38	64890	Uncollectible Accts/Misc W/Os	(5,592)	Damage caused by bus staff accident
		Total Explained Variances	<u>52,446</u>	

**Golden Rain Foundation**  
**Budget Comparison Report**  
**Transportation - CC 38**  
**For the Twelve Months Ending December 31, 2014**

G/L Number	Description	YTD		Budget Variance
		Actual	Budget	
<b>Expenses</b>				
61000	Salaries & Wages	\$417,268	\$467,922	\$50,654
61400	Payroll Taxes	40,310	45,743	5,433
61420	Workers Compensation	53,568	58,871	5,303
61430	Group Insurance Medical	28,884	30,763	1,879
61433	Group Insurance - Dental	1,170	770	(400)
61435	Group Insurance - Vision	483	564	81
61440	Retirement Fund	11,565	8,324	(3,241)
61450	Group Insurance - Life	904	724	(180)
61460	Long Term Disability Insurance	909	1,341	432
64100	Materials & Supplies	21,550	13,000	(8,550)
64700	Equipment Repair & Maintenance	4,539	9,000	4,461
64701	Equip't Repair & Maint.-Minibus	19,547	16,000	(3,547)
64800	Uniforms & Laundry	10,396	10,800	404
64810	Continuing Education	100	720	620
64820	Mileage		120	120
64821	Meals & Special Events		120	120
64830	Dues & Memberships		120	120
64840	Permits & Licenses	115	150	35
64870	Fuel & Oil	89,980	105,000	15,020
64871	Fuel & Oil - Minibus	26,361	25,000	(1,361)
64890	Uncollectible Accts/Misc W/Os	5,592		(5,592)
64940	Service Contracts	3,965	3,200	(765)
66255	Employee X-Rays & Exams	3,730	3,000	(730)
	<b>Total Expenses</b>	<b>740,936</b>	<b>801,252</b>	<b>60,316</b>
<b>Other Cost Recovery</b>				
53300	Trust Admin. Cost Recovery	801,252	801,252	
	<b>Total Cost Recovery</b>	<b>801,252</b>	<b>801,252</b>	
<b>Off Budget Items</b>				
	<b>Net Income / (Expenses)</b>	<b>60,316</b>		<b>60,316</b>

COMMUNITY FACILITIES MANAGER  
ACTION REPORT 2/4/2015

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 inpavement 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 28, 2014 meeting, material have been ordered
- p. Work started Dec 8.
- q. Project is complete

## 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 will be presented at the November PPC.
- h. This item is on the GRF Board agenda for November to approve installation of an Vortex Gate not to exceed \$15,000 installed
- i. Door is on order

## 3. PAINTING SECURITY BUILDING

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

- a. At its November 14<sup>th</sup> meeting the PPC opened 5 bids and selected Hutton Painting to paint the Security building. Work tentatively scheduled for start date early spring 2015
- b. Physical Property Department looking into next lowest bidder
- c. At its December 12,2014 meeting The Physical Property Committee approved Certa- Pro Painters for \$6,850
- d. Work is in progress