



Board of Directors

Agenda

Clubhouse Four

Tuesday, December 22, 2015

10:00 a.m.

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

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. Requests to speak must be registered in advance of the meeting and comments are limited to four (4) minutes.

7. Consent Calendar – Approval of Board Committee Meeting Minutes (pp.1-2)
8. Approval of Minutes (pp. 3-12)
 - a. November 24 , 2015
 - b. December 4, 2015 –Special
9. New Business
 - a. Ad Hoc Committee establishment, Standing Committee Charter Review (Mrs. Winkler, pp. 13-16)
 - b. Communication Committee
 - i. Amend Policy 5125-36, Communications Committee (Ms. Greer, pp.17-20)
 - c. Executive Committee
 - i. Adopt Policy 5024-30, Committee Structure (Ms. Rapp, pp. 21-24)
 - d. Finance Committee
 - i. Acceptance of the November 2015 Financials (Mrs. Damoci, pp. 25-34)
 - ii. Approve Lease for Computer Club (Mr. Hood, pp. 35-42)
 - iii. Approve NSBN 2015 Audit Services Extension (Mrs. Damoci, pp. 43-46)
 - iv. Rescind Procedures: (Ms. Snowden, pp. 47-80)

2242-31-Mutual Finance Reports,
2251-31-Assessed Valuation & Homeowner's Exemption,
2271-31-Checks Drawn to the Order of GRF,
2272-31- Petty Cash Procedures,
2284-31- Property Run Procedure,
2285-31- Collection Procedures,
2289-31- Insurance Broker Service,
3321.8-31- Purchase Requisition Approval,
3321-31- Purchase Orders,
3321.5-31- Purchase Requisition Procedure,
3321.6-31- Purchase Order Procedure,
3321.7-31- Invoice Approval for Payment,
3322-31 – Credit Memorandums,
2121-31- Escrow Accounting Procedure, and
2241-31- GRF Financial Reports

e. ITS Committee

i. Approval of Broadband Agreement (Mr. Friedman, pp. 81-84)

f. Physical Properties Committee

i. Capital Purchase of Three Maintenance Vehicles (Mr. Lukoff, pp. 85-88)

g. Recreation Committee

i. Approval of Janitorial Contract (Mr. Hood, pp. 89-91)

10. Staff Reports

a. Controller's Report – Ms. Miller

b. Executive Director's Report – Mr. Ankeny

11. Board Member Comments

12. Next Meeting/Adjournment

a. Tuesday, January 26, 2016, 10:00 a.m., Clubhouse Four

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

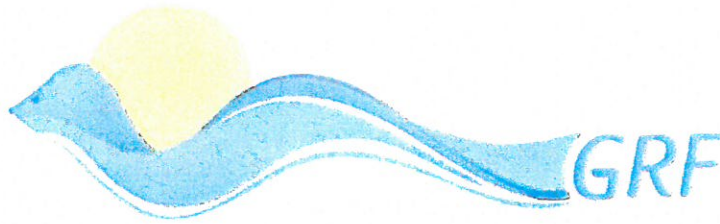
- Minutes of the ITS Committee Board Meeting of October 13, 2015
- Minutes of the Special Physical Property Committee Board Meeting of November 4, 2015
- Minutes of the Special Finance Committee Board Meeting of November 5, 2015
- Minutes of the Recreation Committee Board Meeting of November 9, 2015
- Minutes of the Mutual Administration Committee Board Meeting of November 10, 2015
- Minutes of the Executive Committee Board Meeting of November 13, 2015
- Minutes of the Architectural Design Review Committee Board Meeting of November 23, 2015

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

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

Thank you.

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**BOARD OF DIRECTORS MEMBERS MEETING MINUTES- GOLDEN RAIN FOUNDATION
November 24, 2015**

Call to Order

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

Pledge of Allegiance

We were honored today to have Juanita Townsend, of the American Legion Auxiliary and Jim Hoover, of the American Legion, Post 327, to lead us in the Pledge of Allegiance.

Roll Call

The Corporate Secretary reported that Board members Perrotti, R. Stone, Pratt, Snowden, Hood, Wood, Rapp, L. Stone, Damoci, Winkler, Reed, McGuigan, Doderio, Greer, Lukoff, Friedman, Bolton (arrived 10:01 a.m.) and Moore were present. Executive Director Ankeny and Controller Miller were also present. Eighteen Board members were present, ten constituted a majority.

Announcements/Service Award Presentation

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

Two service awards were acknowledged this month:

The GRF President recognized the following service anniversaries:

Anita Smith	Security Department	5 years of service
Marianne Klinger	Security Department	5 years of service

President's Comments

There are always many rumors making their way around our small city and it would be so helpful if our Mutual 10 residents took the time to ask about them.

Rumor: we do not have flood insurance. Yes, we do have flood insurance to the tune of ten

million dollars. In fact, we actually increased our coverage this year. This rumor grew out of an error on our annual financial statements regarding our insurance coverage. However, we do not have earthquake coverage. This coverage is very expensive and would increase all our assessments considerably.

Recently, a friend came to me and requested information on a rumor and I was happy to share what was happening in actuality. Rumor: The Golden Rain Foundation (GRF) was going to require all exercise instructors to pay fees and limit the number of days they can teach. Not true! FAR (the Facilities and Amenities Ad Hoc Committee), along with the Recreation Committee, is reviewing the use of our club houses, how they are used, who lockers are assigned to and how our club house space is used by our 268 clubs. The issues are complicated; however, we have a system in place which encourages residents to form a new club so an instructor can teach more days than our policies allow. So, now we have twice as many clubs to keep track of and fewer times available for individual use such as a memorial for a loved one. We also have no real information on the instructors and to protect our liability we do need to know who is using our facilities. We are a long way away from making any changes and your input to the Recreation Committee or FAR would be appreciated.

Rumor: The Westminster Wall collapsed and people are coming over the broken wall to enter our community. Approximately seventy feet of the Westminster Wall collapsed as the top three/four feet keeled over in the wind. Temporary fencing has been installed and we will be getting a survey of the damage and what the alternatives are regarding replacing the wall. Several months ago, the BOD did vote to replace the wall and to move out towards Westminster Boulevard as far as allowable. We will keep everyone posted as to what we will be doing; please note, your Physical Property Committee is aware this is a top priority and will push this project along.

Just a note, a few shareholders are writing letters to the other local newspaper, the "Sun", of their displeasure with the management decisions made by your OBD as they feel they cannot get their letters published in our own Golden Rain News. We will print negative letters of concern from our residents. However, they must produce documentation of their facts are correct and the source of that information, they cannot mention names of employees or other residents and they cannot exceed 250 words. The Sun Newspaper does not check facts and/or the accuracy of those letters so please contact your GRF Director to clarify any information contained therein. We also send all letters which are specific to a certain Standing Committee to be read and reviewed at that committee's meeting.

Yesterday, we welcomed Linda Walton and Don Collins from the Orange County Council on Aging HICAP program with a tour of their new office in building 5. HICAP does Medicare counseling and advocacy along with Benefit Enrollments such as food stamps and utility assistance. They will be bringing information of all their nine programs. Recently, we distributed their ANSWER resource guide to all our residents. We will be sharing this resource information also through the Golden Rain News.

I will be leaving right after this meeting, or possibly earlier, if we do not complete our business in time to fly to Oregon where I will be welcoming another great-grand child. This will be my seventh and I am very excited. I wish you all a happy Thanksgiving.

Shareholder/Member Comments

Eleven shareholder/members spoke on various topics concerning the operations of the community.

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

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

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

- Minutes of the Facilities and Amenities Review Committee Board Meeting of October 5, 2015
- Minutes of the Physical Property Committee Board Meeting of October 7, 2015
- Minutes of the Executive Committee Board Meeting of October 9, 2015
- Minutes of the Recreation Committee Board Meeting of October 12, 2015
- Minutes of the Mutual Administration Committee Board Meeting of October 13, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of October 14, 2015

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

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

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

APPROVAL OF BOARD MEETING MINUTES

The minutes of the October 27, 2015, November 4, 2015 and November 5, 2015 Golden Rain Foundation Board meetings were approved, by general consent of the Board.

NEW BUSINESS

Finance Committee

Approve October 2015 Financials

Ms. Stone MOVED, seconded by Ms. Rapp and was carried unanimously by the Board members present.

TO accept the October 2015 Financial Statement for audit.

Distribution of Surplus 2015 Operational Funds

Per the October 2015 Financial Statements and anticipated expenses in the months of November and December 2015, there is a clear indication that the 2015 operational budget will close with a surplus. Policy 5528-31, Refund of Excess Income, which provides the guidelines to follow for the distribution of surplus operational funds at the close of the year, was attached to the Board agenda.

At the regular Finance Committee meeting on November 17, 2015, the Committee passed a motion to recommend to the Board of Directors the distribution of the 2015 surplus operational funds, upon completion of the 2015 Financial Statement audit, in the following manner:

1. Retain funds to be transferred to the contingency operating fund, in an amount necessary to bring the fund balance to equal to five (5) percent of the average of the operating costs for the previous five year period. Operating costs for 2015 will be determined upon finalizing the 2015 Finance Statement audit.
2. Retain all remaining excess funds to be transferred to the Reserve fund account.

Ms. Stone MOVED, seconded by Mr. Hood and carried unanimously by the Board Members present-

TO distribute the 2015 surplus operational funds, upon the completion of the 2015 Finance Statement audit, as follows:

1. Retain funds to be transferred to the contingency operating fund, in an amount necessary to bring the fund balance to equal to five (5) percent of the average of the operating costs for the previous five year period. Operating costs for 2015 will be determined upon finalizing the 2015 Finance Statement audit.
2. Retain all remaining excess funds to be transferred to the Reserve fund account.

Rescinding of Procedures

At the regular Finance Committee meeting on November 17, 2015, the Finance Committee reviewed the following procedures contained within the Policies of the Golden Rain Foundation of Seal Beach:

- 3320.1-31, Receiving
- 3321.1-31, Basic Purchasing Procedures & Responsibilities
- 3321.2-31, General Purchasing Procedure
- 3321.3-31, Requisitioning, Purchasing and Receiving Procedures
- 3321.4-31, Purchase Requisitions

The Finance Committee noted during deliberations that policies are intended to provide a set of guiding principles to support decision making; these items are procedures, which are a set of instructions and/or action directions. The Committee unanimously approved the rescission of

these procedures from the policies; each department will, in the future, maintain a procedure manual.

Mr. Stone MOVED, seconded by Ms. Snowden and carried unanimously by the Board Members present-

TO rescind:

- 3320.1-31, Receiving
- 3321.1-31, Basic Purchasing Procedures & Responsibilities
- 3321.2-31, General Purchasing Procedure
- 3321.3-31, Requisitioning, Purchasing and Receiving Procedures
- 3321.4-31, Purchase Requisitions

Mutual Administration Committee

Amend Policy 1110-33, New Resident Information

Policy 1110-33, New Resident Information, sets forth the procedure to provide each new member of the Golden Rain Foundation with new resident information.

At the regular Mutual Administration Committee meeting on November 10, 2015, the Committee unanimously suggested Policy 1110-33, New Resident Information, be updated from August 2000, by incorporating the procedures into the Welcome Book, which is reviewed annually in January. The proposed amendment was attached to the Board of Directors agenda packet.

Ms. Rapp MOVED, seconded by Mrs. Reed and carried unanimously by the Board Members present-

TO approve the amendment of Policy 1110-33, New Resident Information, as attached in Exhibit A.

Physical Property Committee

Outdoor Furniture Purchase

At the November 4, 2015 regular scheduled meeting of the Physical Properties Committee, the Committee reviewed the request from the Architectural Design Review Committee (ADRC), to purchase new outdoor furniture at the Administration Building/Health Care Building (Centennial Brick area), Clubhouse 3/Library patio and Clubhouse 6 patio.

Upon review and discussion, the Committee unanimously agreed to recommend to the Board the purchase of outdoor furniture as selected by the ADRC, in an amount not to exceed \$35,000 (detailed breakdown of product, product description, quantity, prices and total provided to the Board of Directors).

At the regular scheduled meeting of the Finance Committee, the Committee reviewed the availability of Capital funds, noting that funding is available within the Capital fund and approved to recommend to the Board the allocation of \$35,000, from the Capital fund, for the purchase of

the items.

Mr. Lukoff MOVED, seconded by Ms. Rapp -

TO approve the purchase of outdoor patio furniture from Leisure Creations, per Exhibit A, in an amount not to exceed \$35,000, funding from the Capital fund, and authorize the Executive Director to initiate the purchase.

One Board member spoke on the motion.

The motion carried with one no vote (Snowden), one abstention (Perrotti), and 15 yes votes.

Emergency Action, Storm Drain Cleaning

Due to the possibility of rain fall exceeding that of previous "El Nino" associated events, additional storm drain cleaning and preventive maintenance is prudent. To expedite the process of cleaning, inspection and GIS mapping, the catch and debris basins to the point the effluent enters the channels, the Finance Committee, on November 16, 2015, unanimously approved non-budgeted funding, in an amount not to exceed \$50,000, from Cost Center 79. Note: per the October 2015 Financial Statements, the Foundation is in sound financial health with an expectation of being at or below the established operational budgets for November and December, 2015.

Due to time constraints to expedite this action, the Chair of the Physical Properties Committee conducted a poll of the Physical Properties Committee members to move this matter to the Board without committee review. All Committee members independently responded with their consent for action at the November 24, 2015 meeting of the Board of Directors.

Currently, a three (3) year contractual agreement is in place with Empire Pipe Cleaning and Equipment, Inc. (attached in the Board of Directors' agenda packets) for sewer line cleaning. Empire provided an addendum to the agreement (also attached in the Board of Directors' agenda packets).

Mr. McGuigan MOVED, seconded by Ms. Snowden -

TO approve the contract addendum with Empire Pipe Cleaning and Equipment, Inc., dated November 13, 2015, in the amount of \$41,350, and authorize the President to sign the addendum. Further, to approve contingency funding in the amount of \$8,650 for expenses related to the related "Roll Off" for debris disposal and other amounts required to accomplish the cleaning of the storm drains. The Chair of the Physical Properties Committee is to approval all expenses from the contingency fund.

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

The motion was carried unanimously by the Board members present.

CONTROLLER'S REPORT

The Controller's report was presented. The Controller clarified, for the audience's benefit, that the \$.66 per unit for the storm drain cleaning, will be funding from the surplus _____; there will be no additional cost to shareholder/members.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director spoke on holiday package delivery, the Globe and other projects, and community fires.

BOARD MEMBER COMMENTS

Sixteen shareholder/members spoke on topics related to today's Board of Directors meeting.

PRESIDENT

The GRF President encouraged the audience to attend the meetings of the Seal Beach City Council.

ADJOURNMENT

The meeting was adjourned at 11:39 a.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
dfb 11/24/15



**BOARD OF DIRECTORS SPECIAL MEETING
GOLDEN RAIN FOUNDATION
DECEMBER 4, 2015**

CALL TO ORDER

President Winkler called the special meeting of the Golden Rain Foundation Board of Directors to order at 2:00 p.m. on Friday, December 4, 2015, in the Administration Conference Room.

ROLL CALL

The Executive Coordinator reported that Directors Perrotti, R. Stone, Snowden, Hood, Rapp, Stone, Damoci, Winkler, Reed, McGuigan, Doderio, Greer, Lukoff, Bolton and Moore were present. Director Bolton was absent. The Executive Director was also present. Seventeen board members were present, nine constituted a majority.

PLEDGE OF ALLEGIANCE

The President dispensed with the recitation of the Pledge of Allegiance as it was previously recited during the Special Finance Committee meeting.

ANNOUNCEMENTS

The Board met today to approve the renewal of the 2015 Workers' Compensation Insurance.

PRESIDENT'S COMMENTS

The President did not offer comments.

SHAREHOLDER/FOUNDATION MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. Shareholders/members must register their requests in advance of the meeting. Comments are limited to four minutes.

One Shareholder/Foundation members offered comments.

BUSINESS

Approve the Placing of Workers' Compensation Insurance

At the December 4, 2015 special meeting of the Board of Directors, it was unanimously approved to renew the Workers' Compensation Insurance with Redwood Fire and Casualty

Insurance Company (a division of Berkshire/Hathaway Company). California law requires employers to have workers' compensation insurance (WCI) and the current policy will be expiring on December 31, 2015. Accordingly, staff has reached out to DLD Insurance (the current insurance broker), and solicited a quotation for WCI for the policy period of December 31, 2015 to December 31, 2016. Competitive quotations were sought from a number of carriers who noted a marked decrease in work related injuries (Workers' Compensation Loss Summary included in the agenda packets).

In the ongoing negotiations, Redwood Fire and Casualty Insurance Company (division of Berkshire Hathaway Company(www.bhhc.com)), who carries a A++ Superior rating, has provided a quotation based upon the 2016 operational budget and stated staffing levels of \$439,095, (provided in agenda packets). The premium, as quoted, represents a significant reduction in the Experience Modification as well as a favorable increase in the Scheduled Modification/Premium Credit.

Funding in the amount of \$572,778 has been allocated in the 2016 Budget and funding subject to the review and recommendation by the Finance Committee to the Board.

Ms. Stone MOVED, seconded by Mr. Hood –

TO recommend to the Board approval of the Workers' Compensation Insurance proposal, as submitted, in the amount of \$439,095 (actual premium will be based upon active payroll and payroll audit), for the policy period of December 31, 2015 to December 31, 2016, per the insurance proposal dated November 24, 2015, as prepared and submitted by DLD.

Seven Board members, the Executive Director and the Controller spoke on the motion.

The motion was carried, by the Board Members present, by a roll call vote.

Approve Pool Heater Replacement

Mr. Lukoff MOVED, Ms. Rapp seconded and carried unanimously by the Board Members present,

TO approve the replacement Swimming Pool Heater, Reserve ID number 0705, under Category "POOL/SPA", for an amount not to

exceed \$19,800 and to have the President sign the contract with Sunbrite Pools.

Five Board Members and the Executive Director spoke on the motion.

BOARD MEMBER COMMENTS

Two Board Members spoke on the new logo and on the budget.

EXECUTIVE SESSION

Mrs. Damoci MOVED, seconded by Ms. Rapp and carried unanimously –

TO go into Executive Session at 2:20 p.m.

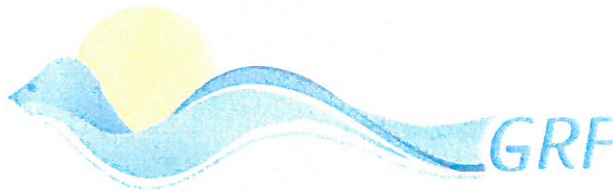
Mrs. Damoci MOVED, seconded by Ms. Snowden and carried unanimously-

TO return to open session.

ADJOURNMENT

The meeting was adjourned at 4:07 p.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
12.04.15/dfb



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RONDE WINKLER, PRESIDENT
SUBJECT: AD HOC COMMITTEE APPOINTMENT
DATE: DECEMBER 16, 2015
CC: FILE

Pursuant to Article VIII of the Golden Rain Foundation of Seal Beach Bylaws, I hereby appoint subject to the approval of the Board, an Ad Hoc Committee to review and amend all standing committee charters (policies 5110-30, 5115-38, 5118-34, 5125-36, 5130-70, 5135-50, 5145-37, 5160-30, 5165-33).

I move to approve a Standing Committee Charter Ad Hoc Committee, to review all standing committee policies (5110-30, 5115-38, 5118-34, 5125-36, 5130-70, 5135-50, 5145-37, 5160-30, 5165-33) for possible amendment as follows:

1. Purpose

1.1 The general purpose of the Standing Committee Charter Ad Hoc Committee is the review, recommendation and amendment to the Charters governing GRF standing committee duties and oversight.

2. Advisory Role

2.1 Ad Hoc Committee functions in an advisory or consultative capacity under the section 1.1 as noted above unless the purpose of the Ad Hoc Committee is amended and approved by a majority vote of the BOD.

3. Committee Members

3.1 In accordance with article VII of the Bylaws, Ad Hoc Committee chair and members shall be appointed by the president and approved by action of the BOD.

3.2 The Ad Hoc Committee shall consist of the following:

- Chairperson of the ADRC
- Chairperson of the Communications Committee
- Chairperson of the Executive Committee
- Chairperson of the ITS Committee
- Chairperson of the Finance Committee
- Chairperson of the Mutual Administration Committee
- Chairperson of the Physical Properties Committee
- Chairperson of the Recreation Committee
- Chairperson of the Security Bus and Traffic Committee

3.2 Committee Chair, Vice President

4. Term

4.1 The Ad Hoc Committee shall exist unless removed by majority vote of the BOD or until such time the BOD has reviewed recommendations of the Ad Hoc Committee on Standing Committee Charters.

RESOLUTION/MOTION ACTION RECORD**122215.a.i.**

Resolution Type: Approve Ad Hoc Committee

Pertaining to: review of committee charters

Duly adopted at a meeting of the Board of Directors held: **12.22.15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

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Golden Rain Foundation

Leisure World, Seal Beach

BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: COMMUNICATIONS COMMITTEE
SUBJECT: POLICY 5125-36 AMENDMENT
DATE: DECEMBER 16, 2015
CC: FILE

At the regular meeting of the Communications Committee (CC) on December 10, 2015, the Committee reviewed the general functions of the Committee and determined the general scope of the Committee's oversight is related to GRF publications (News, Phonebook, Magazines, etc.). The use of the term communication may cause some conflict with other GRF communications work products (Example web based communications).

It was of the consensus of the Committee, to recommend to the Board, amending Policy 5125-36, changing the standing Committee name from Communications Committee, to Publications Committee (Exhibit A).

I move to approve the amendment of Policy 5125-36 (Exhibit A)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

AMEND

Communications Publications Committee1. FUNCTIONS

Generally, to analyze requests for action emanating from residents, Mutuels, Golden Rain Board members and Administration staff members, in certain specific areas of Board activity and responsibility. To originate and develop, through research, ideas, plans and programs which are pertinent to these specified areas and which are determined to be for the good of the residents. Through study and research of the existing problems and the basic activities within the specified areas, to be able and ready to act in an advisory capacity to the Golden Rain Board and the Executive Director, whenever called upon to do so.

Specifically, to accept as its areas of activity, all programs arising from the publications of the Golden Rain NEWS and other communication media as may be approved by the Golden Rain Board. To study and research advertising, editorial, and publication policies in terms of appropriateness to community interests and needs, with emphasis on ethical and professional acceptability. To recognize the sensitivity of these media as ones in which all residents have individual and intimate concern by recommending policies to assist the Executive Director and Managing Editor in providing the best possible communication services.

2. DUTIES

To carry out the program, general and specific, as outlined under Functions; to present recommended additions and/or revisions of policy to the Golden Rain Board; to hold regular meetings as often as necessary and to submit to the Golden Rain Board reports of such meetings; and to meet directly with administrative department heads whenever such meetings are deemed necessary by the Executive Director.

3. LIMITATIONS

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity. Committee and Committee members should refrain at all times from any regulatory or supervisory activities as these are the functions of management.

(Aug 2013)

GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS

AMEND

Communications Publications Committee

Committee activity may, in certain cases, be extended to some phase of implementation of a plan, if such a request originates with the Executive Director.

Policy

Adopted: 18 Jan 72
Amended: 21 Aug 73
Amended: 15 Dec 76
Amended: 19 Jun 90
Amended: 19 Mar 96
Amended: 27 Aug 13
Amended: To Board 12.22.15

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Aug 2013)

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RESOLUTION/MOTION ACTION RECORD**122215.b.i.**

Resolution Type: Amend Policy

Pertaining to: 5125-36, Communications Committee

Duly adopted at a meeting of the Board of Directors held: **12.22.15**

Motion by: _____

Seconded by: _____

Cost Center _____

Capital _____

Operational _____

Reserves _____

VOTE:

YES

NO

ABSTAIN

ABSENT

President Winkler

☐☐☐☐

Director Leah Perrotti

☐☐☐☐

Director Richard Stone

☐☐☐☐

Director Paul Pratt

☐☐☐☐

Director Paula Snowden

☐☐☐☐

Treasurer Linda Stone

☐☐☐☐

Secretary Joy Reed

☐☐☐☐

Director Phil Hood

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Director Mary Wood

☐☐☐☐

Director Kathleen Rapp

☐☐☐☐

Director Steven McGuigan

☐☐☐☐

Director Marjorie Dodero

☐☐☐☐

Director Mary Greer

☐☐☐☐

Vice President Carole Damoci

☐☐☐☐

Director Barry Lukoff

☐☐☐☐

Director Phil Friedman

☐☐☐☐

Director Tim Bolton

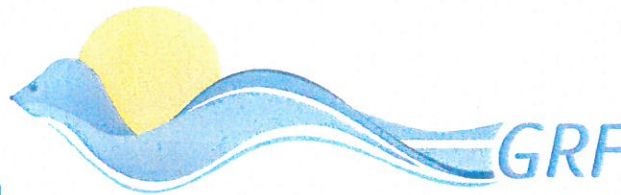
☐☐☐☐

Director Perry Moore

☐☐☐☐

ATTEST: _____ (Secretary)

_____ (Date)



BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: EXECUTIVE COMMITTEE
SUBJECT: ADOPT POLICY 5024-30, COMMITTEE STRUCTURE
DATE: DECEMBER 11, 2015
CC: FILE

At its meeting on December 11, 2015, the Executive Committee unanimously recommended the adoption of Policy 5024-30, Committee Structure. Policy 5024-30, Committee Structure, clarifies the formation of Sub-committees and Ad Hoc committees.

Action by the Board to adopt Policy 5024-30, Committee Structure, to clarify the formation of Sub-committees and Ad Hoc committees, is requested.

RESOLUTION/MOTION ACTION RECORD**122215.9.a.i.**

Resolution Type: Adopt Policy

Pertaining to: 5024-30, Formation of Committees

Duly adopted at a meeting of the Board of Directors held: 12.15.15

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:

	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

ADOPT

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.

GOLDEN RAIN OPERATIONS

ORGANIZATION OF THE BOARD

ADOPT

Committee Structure

- d. All Ad hoc committees must be approved or disbanded by the GRF BOD.
- e. Ad hoc committees have no power to make decisions.
- f. 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.

All Ad hoc committee member additions and changes must be approved by the GRF BOD.

Policy
Adopted:

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: APPROVE NOVEMBER FINANCIAL STATEMENTS
DATE: DECEMBER 22, 2015
CC: FILE

At the regular meeting of the Finance Committee meeting on December 15, 2015, the Committee duly moved to accept the November 2015 Financial Statements for audit.

Board Action:

I move that the GRF Board of Directors accept the November 2015 Financial Statements for audit.

Controller's Financial Recap – November 2015

As of the eleven-month period ended November 2015, the financial reports indicate that GRF is in a favorable financial position with a surplus of \$632,411.

Major variances are:

Salaries & Wages	178,268	Hours worked are below budget for various cost centers, mainly CC74.
Temporary Agency Fees	(58,442)	Temps used to fill key vacant positions
Employment Taxes & Benefits	264,829	Workers Comp \$183K due to 2014 refund of \$60K and \$37K plus a reduction in premiums as of Aug; 401K ER match & Grp Ins. \$72K
Facilities Rentals & Maintenance	64,338	(\$23K) - Janitorial \$22K - Landscape contracts \$22K - Landscape extras \$29K - Computer Maintenance
Rental Income	144,281	Resales office
SRO Labor Cost Recovery	105,387	Actual labor exceeded budget
News Advertising Income	(90,133)	(\$32K) – Telephone book advertising (\$66K) – Display advertising

Reserve & Capital Expenditures:

Projects	Approved	YTD Expenditures	Commitments
Projects From Reserves	\$1,658,133	294,246	337,010
Capital Improvement Projects from 2014	1,922,673	1,035,728	514,326
Capital Improvement Projects – 2015	588,205	163,023	10,612

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
1122000	Cash & cash equivalents	150,806	
	Non-Restricted Funds	48,512	
	Receivables	989,087	
	Prepaid expenses	421,146	
	Inventory of maintenance supplies	<u>451,855</u>	
	Total Current Assets		2,061,406
	Designated deposits		
1211000	Contingency Operating Fund	697,674	
	Reserve Fund	6,206,569	
1212500	Capital Improvement Fund	1,374,502	
1213000	Liability Deductible & Hazard Fund	<u>200,000</u>	
	Total designated deposits		8,478,744
	Notes Receivable		
1411000	Notes Receivable	<u>11,911</u>	
	Total Notes Receivable		11,911
	Fixed Assets		
	Land, Building, Furniture & Equipment	30,705,940	
	Less: Accumulated Dep'n	<u>(20,698,150)</u>	
	Net Fixed Assets		10,007,790
	Other Assets		
	Premium on Municipal Bonds		<u>13,563</u>
	Total Assets		<u><u>20,573,415</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Stockholders Equity			
Current Liabilities:			
	Accounts payable	436,371	
	Project Commitments	861,947	
	Accrued payroll & payroll taxes	474,702	
	Accrued expenses	391,644	
	Accrued property taxes	<u>110,647</u>	
	Total Current Liabilities	2,275,312	
	Total Liabilities		2,275,312
Stockholders' Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	697,674	
3212000	Reserve Equity	5,869,559	
3213000	Equity in Capital Improvement Fund	849,564	
3310000	Beneficial Interest in Trust	<u>4,602,614</u>	
	Total Mutuals' Beneficial Interest		12,019,411
Membership interest			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	<u>4,863,351</u>	
	Total Paid-in-Capital		6,473,151
	Excess Income		
	Current Year	<u>(194,460)</u>	
	Total Excess Income		(194,460)
	Net Stockholders' Equity		18,298,103
	Total Liabilities & Stockholders' Equity		20,573,415

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

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Committed Funds	Liability Insurance Fund	Other Restricted	Nonrestricted Funds	Total
Balance 10/31/2015	697,674	6,106,962	1,343,683	(0)	200,000	36,653	101,167	8,486,139
Funded: Assessments		83,333						83,333
Funded: Membership Fees collected (44)		24,365	49,467					73,832
Funded: M17 Lease Fees collected								-
Funded: Interest on Funds		2,329						2,329
Progress Payments on CIP								-
Expenditures		(10,421)	(18,648)					(29,068)
Commitments								-
Replenish funds for Donated Assets								-
Net Monthly Claims								-
Disbursement to Mutuals								-
Transfers between funds								-
Interest Income Allocation								-
Net Monthly Activity						(36,653)	(52,655)	(89,309)
Balance 11/30/2015	697,674	6,206,569	1,374,502	(0)	200,000	-	48,512	8,527,256
Net Activity	-	99,607	30,819	-	-	(36,653)	(52,655)	41,117

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended November 30, 2015

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	150,806	729,873	(579,067)
Current Assets	10,540,150	10,268,053	272,097
Current Liabilities	2,275,312	2,267,607	7,705
Current Ratio	4.63	4.53	
Designated Deposits:	8,527,256	8,486,139	41,117
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			
Committed Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,214,349	1,231,990	(17,641)	(1.43)
Expense	1,121,108	1,132,009	10,901	0.96
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	93,241	99,981	(6,740)	
Year To Date	Actual	Budget	Variance	%
Income	13,904,626	13,717,719	186,907	1.36
Expense	13,269,410	13,714,914	445,504	3.25
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	635,216	2,805	632,411	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2015
151.33	151.99	154.28

2015 Reserve Expenditures

Center	Description	Budget Amount	Additional Approved	Total Approved				Remaining Balance	Labor	Variance
					Jan-Oct	Nov	Total			
30	Replace blinds in Admin. Building- 1st Floor (712-14)	-	3,372.00	3,372	3,610.88		3,610.88	(238.88)		(238.88)
30	Replacement of two automatic doors- Admin. Building	-	15,000.00	15,000	-		0.00	15,000.00		15,000.00
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	3,300		3,300	-		0.00	3,300.00		3,300.00
34	Server Rack Cabinet UPS Backup Power Unit (Incl. 10% contingency)	3,300		3,300	-		0.00	3,300.00		3,300.00
34	Replace Wireless Access Points at Clubhouses (Incl. 10% contingency)	8,800		8,800	-		0.00	8,800.00		8,800.00
35	Reupholster Furniture	4,500		4,500	4,300.16		4,300.16	199.84		199.84
36	Replacement of Carpeting (first Floor & Stairs) (745-15-0701)		13,115	13,115	-	10,420.50	10,420.50	2,694.50		2,694.50
45	Replace Rigging Amphitheater Stage (727-15) (Completed)	25,000	3,159	28,159	25,599.00		25,599.00	2,560.00		2,560.00
45	Paint Amphitheater (728-15) (Completed)	6,000	1,450	7,450	7,450.00		7,450.00	0.00		0.00
45	Refinish Flooring- Amphitheater (729-15) (Completed)	8,000	4,865	12,865	12,865.00		12,865.00	0.00		0.00
48	Replace Hot Tub Cover	2,500		2,500	1,887.04		1,887.04	612.96		612.96
51	BBQ Replacement	3,500	(137)	3,363	3,323.50		3,323.50	39.50	312.00	(272.50)
51	25 Long Tables	2,500	(163)	2,337	2,337.19		2,337.19	(0.19)	230.75	(230.94)
51	30 Card Tables	2,500	(157)	2,343	2,658.02		2,658.02	(315.02)	195.00	(510.02)
51	40 Arm Chairs	6,000	65	6,065	6,057.94		6,057.94	7.06	117.00	(109.94)
51	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
52	2 Portable Microphone Systems	4,000		4,000	2,777.76		2,777.76	1,222.24		1,222.24
52	40 Arm Chairs	6,000	65	6,065	6,057.94		6,057.94	7.06	58.50	(51.44)
52	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
53	4 Portable Microphone Systems	8,000		8,000	5,555.52		5,555.52	2,444.48		2,444.48
53	40 Arm Chairs	6,000	66	6,066	6,057.94		6,057.94	8.06	117.00	(108.94)
53	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
54	30 Round Tables, 60" diameter	5,000	(1,159)	3,841	3,841.11		3,841.11	(0.11)		(0.11)
54	2 Portable Microphone Systems	4,000		4,000	2,777.76		2,777.76	1,222.24		1,222.24
54	40 Arm Chairs	6,000	65	6,065	6,057.93		6,057.93	7.07	117.00	(109.93)
54	Recover Partitions	6,000		6,000	-		0.00	6,000.00		6,000.00
54	New Kitchen Floor (3366-15P) (Completed)	4,500		4,500	3,900.00		3,900.00	600.00		600.00
54	Emergency Generator	2,500		2,500	-		0.00	2,500.00		2,500.00
54	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
55	New Bathroom Flooring by Café (3370-15P) (Completed)	2,500		2,500	2,340.61		2,340.61	159.39		159.39
56	1 Portable Microphone Systems	2,500		2,500	1,388.88		1,388.88	1,111.12		1,111.12
56	40 Arm Chairs	6,000	65	6,065	6,057.93		6,057.93	7.07	117.00	(109.93)
56	Holiday Tree (1)	-	1,099	1,099	1,094.33		1,094.33	4.67		4.67
74	Remodel Service Mtn Ctr (lights, paint, carpet, work stations) (726-14) (Completed)	17,000	4,404	21,404	20,925.04		20,925.04	478.96	5,008.25	(4,529.29)
74	Remodel Service Mtn Ctr (Break Room Flooring) (726-14) (Completed)	-	6,589	6,589	6,043.09		6,043.09	545.91		545.91
79	Street resurfacing, St. Andrews Drive	760,000		760,000	-		0.00	760,000.00		760,000.00
79	56 Trees Replaces in street medians	125,000		125,000	-		0.00	125,000.00		125,000.00
79	Main Gate Beautification - Globe (730-15B)	50,000	113,270	163,270	104,940.00		104,940.00	58,330.00		58,330.00
79	Perimeter wall sections B (591-01B-B)	-	350,000	350,000	31,731.80		31,731.80	318,268.20		318,268.20
79	CH3/Library- concrete replacement (747-15-0718)	-	50,000	50,000	-		0.00	50,000.00		50,000.00
	Total Planned Reserve Expenditures	1,090,900	567,233	1,658,133	283,825.09	10,420.50	294,245.59	1,363,887.41	6,272.50	1,357,614.91

Capital Improvement Fund Carryover from 2014

Center	Description	Budget Amount	Additional Approved	Total Approved	Authorized By	Authorized Date	EXPENDITURES			Remaining Balance	Labor	Variance
							Jan-Oct	Nov	Total			
							-		0.00	1,000.00	117.00	883.00
30	Admin. Building Remodel 2014 (Lighting) (ARB2014)	1,000		1,000			-		0.00	1,000.00		1,000.00
32	Barcode label printer	1,000		1,000			1,379.65		1,379.65	(379.65)	522.00	(901.65)
34	Surveillance Camera Expansion	1,000		1,000			44,752.25	4,177.50	48,929.75	12,856.25		12,856.25
34	Jenark System	53,571	8,215	61,786	BOD	7/28/2015	8,943.00		8,943.00	6,057.00		6,057.00
34	Automated Pedestrian Gate (719-14) (Completed)	15,000		15,000			-		0.00	4,000.00		4,000.00
37	4 Visitor Admissions Printers	4,000		4,000			408.79		408.79	149.21		149.21
37	Portable security cameras for outdoor use	558		558			38,155.91	1,951.00	40,106.91	29,893.09	13,669.50	16,223.59
79	Resales Office Remodel (725-14)	70,000		70,000			9,910.00		9,910.00	246.00		246.00
79	Perimeter wall sections R (591-01B-R) (Completed)	10,156		10,156			385,114.00	1,500.00	386,614.00	53,086.00		53,086.00
79	Perimeter wall sections A (591-01B-A)	341,850	97,850	439,700	BOD	9/23/2014	69,075.75		69,075.75	633,824.25		633,824.25
79	Perimeter wall sections J & K (591-01B-JK)	702,900		702,900			-	2,500.00	2,500.00	20,975.00		20,975.00
79	Westminster Wall Section L & M/ Engineering (668-11B)	23,475		23,475			26,776.50		26,776.50	0.50		0.50
79	Landscape Improve.- Canoe Brook/El Dorado (713-14) (Completed)	26,777		26,777			80,750.00		80,750.00	10,063.00		10,063.00
79	In-Rd Light Plan-St Andrews-Lighted Crosswalk(702-14) (Completed)	80,750		80,750			49,400.00		49,400.00	(2,000.00)		(2,000.00)
79	St. Andrews Improvement @ Tam O'Shanter (721-14) (Completed)	59,463		59,463			58,494.00		58,494.00	41,630.00		41,630.00
79	Street Painting (708-14-PS) (Completed)	56,494		56,494			8,370.00		8,370.00	8,501.00		8,501.00
79	St. Andrews Gate Improvements (723-14)	50,000		50,000			145,733.00		145,733.00	0.00		0.00
79	Del Monte Drive Removal & Replacement (722-14) (Completed)	154,234		154,234			4,380.00		4,380.00	0.00		0.00
79	Bridge Repairs @ Burning Tree & Del Monte (3361-14P) (Completed)	4,380		4,380			50,000.00		50,000.00	56,343.64		56,343.64
79	Pharmacy Pedestrian Circulation and Ramp Design (710-14)	50,000		50,000			33,656.36		33,656.36	8,150.00		8,150.00
79	Re-Roofing Community Facilities Buildings - CH1 (711-14)	90,000		90,000			6,850.00		6,850.00	1,550.00		1,550.00
79	Paint Front Gate Security Building (716-14) (Completed)	15,000		15,000			3,165.00	285.00	3,450.00	886,945.29	14,308.50	872,636.79
79	Paint Exterior Resales Building (718-14) (Completed)	5,000		5,000			1,025,314.21	10,413.50	1,035,727.71			
79	Paint Exterior Resales Building (718-14) (Completed)	1,816,608	106,065	1,922,673								

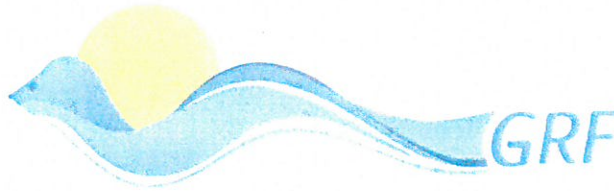
Total Planned Capital Acquisitions

From 2013 Capital Carryover 25,156
 From 2014 Capital Carryover 1,791,452
 Total Carried to 2015 Capital Improvement Fund @1/1/2015 1,816,608

2015 Capital Plan		Originally Approved	Additional Approved	Total Approved	Authorized By	Authorized Date	EXPENDITURES			Remaining Balance	Labor	Variance
Center	Description						Jan-Oct	Nov	Total			
22	Back Hoe attachment	15,000	(15,000)	-	EC	5/12/2015	-		0.00	0.00		0.00
22	Front-End Loader with Backhoe or Bobcat (Pre-owned)	-	40,000	40,000	EC/BOD	5/12/2015 & 10/27/15	-		0.00	40,000.00		40,000.00
22	Water storage, pump and hose	5,000		5,000			-		0.00	5,000.00		5,000.00
22	Evacuation chairs (2)	4,000	-	4,000	EC	4/14/2015	3,358.80		3,358.80	641.20	136.50	504.70
32	Pallet Racking System	-	3,000	3,000	FC	10/20/2015	-		0.00	3,000.00		3,000.00
32	Caregiver pass printer	3,000	(500)	2,500	EC	4/14/2015	-		0.00	2,500.00		2,500.00
33	Credit Card POS Solutions	5,500	(4,502)	998	ITSC	3/10/2015	1,077.84		1,077.84	(79.84)		(79.84)
34	Second Server/Rm Mods (744-15 - Second Server Rm System)	63,800	(3,800)	60,000	BOD	5/26/2015	47,007.65		47,007.65	12,992.35		12,992.35
34	Main Server Room Modifications (734-15 - Server Room Mods)	6,600	-	6,600	ITSC	3/10/2015	5,567.04	139.32	5,706.36	893.64		893.64
34	CH4 Technology Enhancements	44,000	-	44,000			-		0.00	44,000.00		44,000.00
34	Visual Display Solutions	22,000		22,000			-		0.00	22,000.00		22,000.00
34	SANS Audit- Equipment	-	15,943	15,943	FC	10/30/2015	-			15,943.00		15,943.00
34	Backup Server - Macintosh	9,663	2,019	11,682	BOD	2/24/2015	11,717.08		11,717.08	(35.08)		(35.08)
36	Dell Workstation Monitors	1,416	-	1,416	BOD	2/24/2015	1,397.27		1,397.27	18.73		18.73
36	6 Work Stations and 1 Reception (745-15-0701)	-	14,378	14,378	BOD	9/22/2015	-		0.00	14,378.00		14,378.00
37	Radar Trailer	9,000	(1,230)	7,770	SBT	3/11/2015	8,391.60		8,391.60	(621.60)		(621.60)
37	Patrol Car Security Cameras	3,000	(140)	2,860	SBT	4/8/2015	2,807.55		2,807.55	52.45		52.45
37	Security Camera Monitors	3,000	(1,000)	2,000	SBT	7/8/2015	1,610.58		1,610.58	389.42		389.42
37	Security Lobby Safety Panels (740-15)	-	8,095	8,095	SBT	7/8/2015	-	8,095.00	8,095.00	0.00		0.00
38	Swing out Stop Signs for Buses (Cancelled)	13,000	(13,000)	-	BOD	7/28/2015	-		0.00	0.00		0.00
38	In Bus Cameras	12,000	4,086	16,086	BOD	4/28/2015	16,086.00		16,086.00	0.00		0.00
38	Bus Backup Proximity Sensors	3,000	859	3,859	SBT	4/8/2015	2,339.02		2,339.02	1,519.98		1,519.98
40	Additional Sand Trap	4,000		4,000			-		0.00	4,000.00		4,000.00
51	BBQ Area Wind Wall & Electrical Line (737-15A) (Completed)	5,000	(3,100)	1,900	RC	5/11/2015	1,900.00		1,900.00	0.00		0.00
54	Conference Room Mic System	12,000	(3,459)	8,541	RC	3/9/2015	8,840.06		8,840.06	(299.06)		(299.06)
56	Ballet Barre	2,000		2,000	RC	3/9/2015	987.44		987.44	1,012.56		1,012.56
56	Nustep Machine	-	4,442	4,442	FC	11/17/2015	-		0.00	4,442.04		4,442.04
70	Install Swing Gate	-	6,000	6,000	FC	9/9/2015	-		0.00	6,000.00		6,000.00
70	4 Work Stations	-	9,135	9,135	FC	11/17/2015	-		0.00	9,135.16		9,135.16
79	ADA Improvement Main Parking Lot (710-14- Add. Funding for Cap. Carryover proj.)	-	59,000	59,000	BOD	3/24/2015	41,700.80		41,700.80	17,299.20		17,299.20
79	Globe - Replacement of Continents (743-15)	-	180,000	180,000	BOD	9/4/2015	-		0.00	180,000.00		180,000.00
79	Landscape CH3 Library Patio	-	6,000	6,000	FC	10/20/2015	-		0.00	6,000.00		6,000.00
79	Outdoor Furniture	-	35,000	35,000	BOD	11/24/2015	-		0.00	35,000.00		35,000.00

YTD Collected and Allocated Membership Fees: 1,057,063

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: USE AND LEASE AGREEMENT, COMPUTER CLUB
DATE: DECEMBER 15, 2015
CC: FILE

At the regular meeting of the Finance Committee on December 15, 2015, the Committee reviewed a draft Use and Lease Agreement (Agreement) between the Golden Rain Foundation (GRF) and the Computer Club. In review of the proposed Agreement (Exhibit A), it was noted the Computer Club uses Trust Property (space within a Clubhouse) on an exclusive basis, with a formal agreement being required to protect the mutual interest of all GRF members.

In review of the agreement it was with the unanimous approval to recommend to the Board acceptance.

I move to approve entering into a one (1) year agreement, renewable annually, at the rate of one dollar (\$1.00) per year for the space as identified as Clubhouse Three (3), room A (1,143 square feet) subject to the terms and conditions of the Agreement and authorize the President to sign upon the Computer Club providing the following required documents:

1. Resolution, signed by the Computers Clubs Board of Directors, authorizing the Computer Club President to sign the Agreement.
2. Copy of the Computer Clubs current By-Laws.
3. Proof of Insurance, with the indicated limits naming GRF as additionally insured.
4. Check payable to the Golden Rain Foundation of Seal Beach in the amount of one (1) dollar.

EXHIBIT A

USE AND LEASE AGREEMENT

No. _____

COMPUTER CLUB

This agreement is made January 1, 2016, between Golden Rain Foundation, 13531 St. Andrews Drive, Seal Beach, California 90740, a California Corporation (hereinafter referred to as "GRF"), and the Computer Club, _____ [insert address] (hereinafter referred to as "CLUB") who agrees as follows:

1. OPENING CLAUSES

This agreement is made with reference to the following facts and objectives:

A. GRF is the owner of the premises which consist of room A in Clubhouse Three (3) building of 1,143 square feet located at 1421 Northwood Road. CLUB is willing to lease the space from GRF pursuant to the provisions stated in this agreement.

B. CLUB shall furnish a copy of the following:

1. A resolution by the CLUB's Board of Directors authorizing the CLUB's President to sign this lease;
2. Copy of current By-Laws; and
3. Proof of Insurance.

C. CLUB has examined the premises and fully accepts its present condition.

2. TERM

The term of this lease shall be one (1) year commencing January 1, 2016, and shall expire December 31, 2016. GRF shall have the option to review this Agreement annually and renew for additional one (1) year periods.

3. ANNUAL RENTAL AND TAXES

A. CLUB shall pay to GRF an annual rent of \$1.00 per year in advance on the first day of each yearly term, commencing on the date the term begins.

B. CLUB shall provide one hundred (100) hours of instruction to GRF Directors and/or Staff per year upon request.

C. GRF shall pay all real property taxes and general and special assessments levied and assessed for the building.

4. USAGE

- A. CLUB shall use the premises for purposes of operating the Computer Club; provide volunteers to staff the CLUB's activities, schedule speakers and/or instructors and publicize the meetings and programs of the CLUB to further the benefits to the shareholder/members.
- B. CLUB's use of the premises as provided in this Agreement shall be in accordance with the following:
1. CLUB shall not do, bring or keep anything in or about the premises that will cause the increase of premiums and/or cancellation of any GRF insurance covering the premises;
 2. CLUB and each of its members shall comply with GRF policies and procedures at all times;
 3. CLUB shall comply with the CLUB's Bylaws attached to this Agreement;
 4. CLUB shall not use the premises in any manner that will constitute waste, nuisance, or unreasonable annoyance to occupants of adjacent premises or property, or in any manner that violates the law; and
 5. CLUB shall procure any and all permits required by law.
- C. CLUB shall be open for a minimum of four (4) hours per day (5 days a week) and a minimum of twenty (20) hours per week for use of the computers by shareholder/member. Excluded: The nine (9) GRF Holidays.

5. MAINTENANCE

- A. GRF shall provide janitorial services for the premises as needed.
- B. CLUB shall be liable for any damage to the premises resulting from the acts or omissions of CLUB or its authorized representatives or users.
- C. CLUB shall not make any alterations to the premises without GRF's written consent. Any alterations made shall remain on and be surrendered with the premises on expiration of termination of the lease, except that GRF can elect within six (6) months before expiration of the term, to require CLUB to remove any alteration that CLUB has made to the

premises without written authorization from the GRF Physical Property Department.

6. INDEMNITY AND EXCULPATION

- A. GRF shall not be liable to CLUB for any damages to CLUB or CLUBS' property for any cause. CLUB waives all claims against GRF for damage to persons or property arising for any reason.
- B. CLUB shall indemnify, defend and hold GRF harmless from all damages, claims, lawsuits, debts, causes of action and liabilities, including reasonable attorney's fees and costs, arising out of any such damage to persons or property resulting from the use or misuse of the premises.
- C. CLUB must carry a minimum of \$300,000.00 of Liability Insurance at all times while this Agreement is in effect and name GRF as an additional insured. Proof of such insurance shall be provided annually to GRF.

7. ASSIGNMENT

- A. CLUB shall not assign or encumber its interest in this lease or in the premises, or sublease all or part of the premises, or allow any other person or entity to occupy or use all or any part of the premises, without first obtaining GRF's written consent. Any assignment, encumbrance, or sublease without GRF's consent shall be voidable and, at GRF's election, shall constitute a default. No consent to any assignment, encumbrance or sublease shall constitute a further waiver of the provisions of this paragraph.
- B. Any dissolution, merger or consolidation of CLUB shall be deemed an involuntary assignment and shall constitute a default of Club. GRF shall have the right to elect to terminate this Agreement.
- C. No interest of CLUB in this Agreement shall be assignable by operation of law. Each of the following acts shall be considered an involuntary assignment.
 - 1. If a writ of attachment or execution is levied on this lease.
 - 2. If, any proceeding or action in which CLUB is a party, a receiver is appointed with authority to take possession of the property.

An involuntary assignment shall constitute a default by CLUB and GRF shall have the right to elect to terminate this lease.

8. DEFAULT

The occurrence of any of the following shall constitute a default by CLUB:

- A. Failure to pay rent when due;
- B. Abandonment and vacating of the premises for thirty (30) consecutive days; or
- C. Failure to perform any other provision of the Agreement if the failure to perform is not cured within thirty (30) days after written notice has been given to CLUB. If a default cannot reasonably be cured within thirty (30) days, CLUB shall not be in default of this Agreement if CLUB commences to cure the default within the thirty (30) day period and diligently and in good faith continues to cure the default.

Notice given under this paragraph shall specify the alleged default in the applicable agreement provisions, and shall demand that CLUB perform the provisions of this Agreement or pay the rent that is in arrears, as the case may be within the applicable period of time, or quit the premises. No such notice shall be deemed a forfeiture or a termination of this lease unless GRF so elects in the Notice.

- A. GRF shall have the following remedies if CLUB commits a default. These remedies are not exclusive; they are cumulative in addition to any remedies now or later allowed by Law.
- B. GRF may at its option terminate this lease and CLUBS' right to possession of the premises at any time upon giving thirty (30) day notice to quit. No act by GRF other than giving notice to CLUB shall terminate this Agreement.

9. RIGHT OF ENTRY

In addition to normal usage of the facilities, GRF and its authorized representatives shall have the right to enter the premises at all reasonable times to determine whether the premises are in good condition and whether CLUB is complying with its obligations under the Agreement.

10. NOTICE

Any notice, demand, request, consent, approval, or communication that either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first class mail. Any notice, demand, request, consent, approval, or communication that either party

desires or is required to give to the other party shall be addressed to the other party at the address set forth in the introductory paragraph of this Agreement. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing as provided in this paragraph.

11. WAIVER

- A. No delay or omission in the exercise of any right or remedy of GRF on any default by CLUB shall impair such a right or remedy or be construed as a waiver. GRF's consent to or approval of any act by CLUB requiring GRF's consent or approval shall not be deemed to waive or render unnecessary GRF's consent to or approval of any subsequent act by CLUB.
- B. Any waiver by GRF of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of the Agreement.

12. ATTORNEY'S FEES

The prevailing party in any action or proceeding (including without limitation arbitration) to enforce this Agreement shall be entitled to recover from the other party reasonable attorneys' fees, costs and expenses incurred in the prosecution or defense of the action or proceeding.

13. MISCELLANEOUS

This Agreement and all exhibits thereto constitute the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior or contemporaneous oral or written agreements regarding the subject matter of this Agreement. This Agreement shall inure to the benefit of and shall be binding upon the parties, their successors and assigns. This Agreement does not create any rights in any third parties as third party beneficiaries. This Agreement may only be modified by a written instrument executed by both parties. If any provision of this Agreement is determined by an arbitrator or court of competent jurisdiction to be invalid or otherwise ineffective, the remaining provisions shall remain in full force. This Agreement shall be construed according to its fair meaning and as though no single party drafted this Agreement. This Agreement shall be construed in accordance with, and governed by, the laws of the State of California.

GOLDEN RAIN FOUNDATION

COMPUTER CLUB

USE AND LEASE AGREEMENT

No. _____

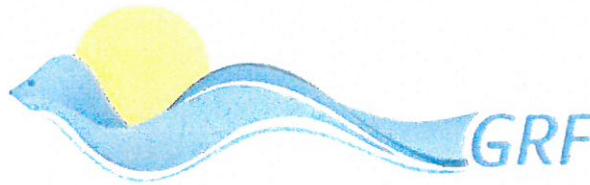
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Date: _____

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: NSBN AUDIT FEES
DATE: DECEMBER 22, 2015
CC: FILE

In 2013, initiated by the Finance Committee and approved by the Board, NSBN extended their current pricing of \$110,000 for the annual audits of GRF and all Mutuals and for tax return preparation and filing for GRF and all Mutuals and \$6,000 for the 401K audit, a total of \$116,000, through 2015. In September 2015, the board approved the bid proposal from NSBN covering the years 2015, 2016 and 2017. In the accepted proposal, the fee for 2015 is \$134,500. This is \$18,500 more than the agreed upon fees back in 2013 for the 2015 audit period.

Upon notifying NSBN of the Board's decision to accept their bid for the years 2015, 2016 and 2017, NSBN expressed their willingness to honor the initial 2015 fees totaling \$116,000 to cover both the 2015 financial and the 401(K) audits and tax preparation and filings for GRF and all Mutuals and requested to extend their bid prices to the audit years of 2016, 2017 and 2018.

At its regular scheduled meeting held on December 15, 2015, the Finance Committee passed a motion to recommend to the Board to accept NSBN's offer as stated above (Exhibit A).

I move to approve the engagement of services of NSBN to perform the 2015 annual financial and 401(k) audits and to prepare and file tax returns for GRF and all Mutuals at the rate of \$116,000 and to extend NSBN's pricing originally intended for the audit periods of 2015, 2016 and 2017 to the audit periods of 2016, 2017 and 2018.

RESOLUTION/MOTION ACTION RECORD

122215.b.iii.

Resolution Type: Approve Audit firm

Pertaining to: NSBN proposal for 2016-2018

Duly adopted at a meeting of the Board of Directors held: 082515

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)



CERTIFIED PUBLIC ACCOUNTANTS
&
BUSINESS CONSULTANTS

December 4, 2015

EXHIBIT A

Ronde Winkler, President
Golden Rain Foundation
Post Office Box 2069
Seal Beach, California 90740

Re: Professional Services for the year ending December 31, 2015

Dear Ronde:

On behalf of NSBN, we again would like to thank Golden Rain Foundation's Board of Directors (the "Board") for accepting NSBN's proposal for audit and tax services for the years ended December 31, 2015 – 2017. We would like to share the following in preparation of the upcoming audit and tax engagement.

While the audit and tax engagements for the years ending December 31, 2015 – 2017 went out for bid, effective March 30, 2015, NSBN had previously agreed to hold the audit and tax preparation fees fixed at \$110,000 for the Golden Rain Foundation and the Seal Beach Mutuals, and \$6,000 for the Golden Rain Foundation 401(k) Retirement Plan.

NSBN would like to extend to the Board the courtesy of honoring the previous fee structure of \$110,000 and \$6,000 for the December 31, 2015 year; commencing the new three-year agreement for the years ending December 31, 2016 – 2018.

Should you have any questions or comments, please feel free to contact me.

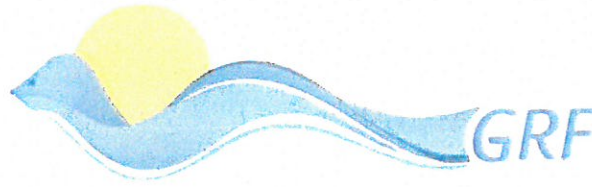
We look forward to continuing our relationship, and recognizing the Golden Rain Foundation and the Seal Beach Mutual Corporations as a distinguished client.

Sincerely,

A handwritten signature in cursive script that reads 'David J. Haygood'.

David J. Haygood, CPA
Senior Manager

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: RESCIND PROCEDURES
DATE: DECEMBER 22, 2015
CC: FILE

It is the recommendation of the Finance Committee, at its December 15, 2015 meeting, that the following procedures be rescinded, as are all obsolete:

Procedure 2242-31 – Mutual Finance Reports
Procedure 2251-31 – Assessed Valuation & Homeowner's Exemption
Procedure 2271-31 – Checks Drawn to the Order of GRF
Procedure 2272-31 – Petty Cash Procedures
Procedure 2284-31 – Property Run Procedure
Procedure 2285-31 – Collection Procedures
Procedure 2289-31 – Insurance Broker Service
Procedure 3321.8-31 – Purchase Requisition Approval
Procedure 3321-31 – Purchase Orders
Procedure 3321.5-31 – Purchase Requisition Procedure
Procedure 3321.6-31 – Purchase Order Procedure
Procedure 3321.7-31 – Invoice Approval for Payment
Procedure 3322-31 – Credit Memorandums
Procedure 2121-31 – Escrow Accounting Procedure
Procedure 2241-31 – GRF Financial Reports

I move that the Board rescind obsolete procedures:

2242-31 – Mutual Finance Reports
2251-31 – Assessed Valuation & Homeowner's Exemption
2271-31 – Checks Drawn to the Order of GRF
2272-31 – Petty Cash Procedures
2284-31 – Property Run Procedure
2285-31 – Collection Procedures
2289-31 – Insurance Broker Service

3321.8-31 – Purchase Requisition Approval
3321-31 – Purchase Orders
3321.5-31 – Purchase Requisition Procedure
3321.6-31 – Purchase Order Procedure
3321.7-31 – Invoice Approval for Payment
3322-31 – Credit Memorandums
2121-31 – Escrow Accounting Procedure
2241-31 – GRF Financial Reports

RESOLUTION/MOTION ACTION RECORD**122215.b.iv.**

Resolution Type: Approve rescission

Pertaining to: Obsolete Procedures

Duly adopted at a meeting of the Board of Directors held: **12.22.15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

RESCIND

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

Mutual Financial Reports

Distribution of Mutual Financial Reports will be made by the Controller as follows:

1. Monthly Financial Statements

a.	Each Mutual Board Member	18
b.	Golden Rain Board Representatives	2
c.	Controller	

2. Annual Audit Report

a.	Each Mutual Board Member	4
b.	Controller	1
c.	Community Administration Manager	2
d.	Administrator	

3. Annual Report

Included with GRF Annual Report to Stockholders

Procedure

Approved: 14 Nov 07
 Amended: 30 Dec 83
 Amended: 24 Feb 88
 Amended: 07 Jul 09

Executive Director
Golden Rain Foundation

(Jul 09)

Page 1 of 1

ADMINISTRATION

RESCIND

FISCAL AND ACCOUNTING SERVICES

Assessed Valuation and Homeowner's Exemption

For all tax years beginning with July 1, 1983, the Orange County Assessor will change the assessed value and/or allow or disallow the homeowner's exemption on an apartment effective the first of the month following a change in ownership of the stock certificate applicable to that apartment. The assessed value pertaining to an apartment will also be changed effective the first of the month following the completion of any improvements to the apartment.

The Controller's office will be notified, in writing, by the Assessor's office of these changes, and subsequently receive a supplemental tax bill for any increase in property taxes. Upon notification of the changed assessment, the Controller will notify the resident and, either at the same time or subsequently, will bill the resident for the additional taxes due through the end of the current calendar year.

Decreases in assessments and resultant property tax decreases will be handled in the same manner except that the resident will receive a refund of the excess taxes paid.

Procedure

Approved: 12 Apr 72

Revised: 31 Jan 84

Revised: 18 Jul 84

**Executive Director
Seal Beach, California**

(Jul 84)

Page 1 of 1

ADMINISTRATION

RESCIND

FISCAL AND ACCOUNTING SERVICES

Checks Drawn to the Order of Golden Rain Foundation

1. All checks made payable to the Foundation must be deposited the day they are received.
2. Checks made payable to the Foundation may not be endorsed and returned to the payor.
3. If a refund is in order, resident should be told that a check will normally be sent within ten (10) days.
 - a. If requested by the payor, check can be prepared immediately.
 - b. If no refund is requested, the credit balance will be automatically refunded by check in 90 days.

Procedure

Approved: 18 Jul 73

Revised: 11 Sept 87

Revised: 08 Jul 09

**Executive Director
Seal Beach, California**

(Jul 09)

Page 1 of 1

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

RESCIND

Petty Cash Procedures

An imprest petty cash fund is available for all departments to handle small purchases that are not economical to process through the regular purchase requisition system. Petty cash may not be disbursed without the authority of a department head. Said authority can be delegated to a supervisor if Accounting is informed in writing that this is being done. Except in emergencies, amounts should be limited to less than \$25.

The Petty Cash Receipt Form must be used, and approval must be given by the department head or his designee. The department head is responsible for knowing what account to charge on the budget and that budgeted funds remain to cover it. If there is any question, the Controller will provide assistance to determine the account.

Invoices, receipts and other proof of payment should be stapled to the Petty Cash Receipt Form. These should be collected at the end of the quarter, or other times through the year that petty cash becomes low, and transmitted to the Accounting Department for replenishment of petty cash. Be sure that the envelope front showing the amount of petty cash on hand balances to the total that should be in the fund. Any discrepancy will be handled as follows:

When the petty cash fund is over, the Controller must authorize crediting this to Income (Miscellaneous).

When the petty cash fund is short, it can be charged to Miscellaneous Expense upon authorization of the Controller.

Every effort should be made to find the difference before notifying the Controller of any difference in cash. Do not allow your fund to get too low as it will take several days for Accounting to process your replenishment request.

Money may be withdrawn from the fund to take with you when leaving to buy something for the company, but in order to do this, you must sign a petty cash voucher and write on it, "To be returned." After the purchase is made, bring the change and the receipt back and fill out a new voucher and destroy the old voucher.

The petty cash fund is not a private banking facility for use of personnel. Checks may not be cashed.

(July 09)

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

RESCIND

Petty Cash Procedures

Money taken in by your department is never to be placed in the petty cash. It must go through our deposit procedure. The only permissible method of replenishment of petty cash is by request, using the envelope for noted above.

Procedure

Approved: 01 Oct 77

Revised: 19 Feb 88

(July 09)

**Executive Director
Seal Beach, California**

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

RESCIND

Petty Cash Procedures

Revised: 08 Jul 09

(July 09)

Page 3 of 3

STAFF OPERATIONS

FISCAL AND ACCOUNTING

RESCIND

Property Run Procedure

Maintenance of fixed assets records will be the responsibility of the Senior Accountant. The records are contained in the Great Plains Databases and are maintained using Microsoft Great Plains Fixed Assets Module. Various reports by Cost Centers are available upon request. Reports are not generated and distributed to the various Cost Centers on regular frequencies to save on materials and storage spaces. Information about a specific item or group of items is accessible at various workstations in the Accounting Department.

1. The Senior Accountant will add new fixed asset acquisitions to the database.
 - a. A Capital Request Log contains a consecutive list of asset numbers assigned to every capital asset acquired.
 - b. A Capital Acquisition Log contains all details of every capital asset grouped by month of acquisition.
2. Fixed assets are grouped and accounted for depending on their intended use and classification.
 - a. Fixed assets are grouped as Trust Assets and Non Trust Assets. Trust assets are those that are used in the management of the GRF Trust and include fixed assets of all cost centers except the News Department and the Service Maintenance Department.
 - b. Non Trust Assets include fixed assets of the News Department and the Service Maintenance Department.
 - c. Depreciation of Trust Assets is charged to Cost Center 79 (Community Facilities).
 - d. Depreciation of Non Trust Assets is charged to Cost Centers 36 (News Department) and Cost Center 74 (Service Maintenance Department) respectively.
 - e. Depreciation of all fixed assets shall be done monthly and after the acquisitions for the month have been added to the system.
3. The life of an asset will be standardized as far as possible so that no items of a like nature have a different life expectancy. Department heads are responsible in notifying

(July 09)

Page 1 of 2

STAFF OPERATIONS

FISCAL AND ACCOUNTING

RESCIND

Property Run Procedure

the Senior Accountant, in writing, if a concentrated or minimal use of an asset will cause its life expectancy to differ from the standard.

Procedure

Adopted: 16 Jun 72

Revised: 07 Mar 85

Revised: 25 Feb 88

Revised: 08 Jul 09

(July 09)

**Executive Director
Golden Rain Foundation**

Page 2 of 2

STAFF OPERATIONS

FISCAL AND ACCOUNTING

RESCIND

Collection Procedures

An aging of accounts receivable is done on the 26th day of each month. The report is provided to each Mutual President and CFO and selected officers on the Golden Rain Foundation Board of Directors. The following steps shall be observed in handling delinquent accounts:

1. If a payment is not made within the Mutual's grace period (15 days past the due date) or paid short of the total amount due, the account will be deemed delinquent and a late charge will be assessed. For Occupancy Agreements dated through March 30, 2005, the late charge will be \$2 per month. For Mutual Seventeen owners and Occupancy Agreements dated after April 1, 2005, the late charge will be \$10 per month.
2. The Accounting Department will mail the first past due notice 30 days after the due date of the unpaid and now delinquent payment. At that time, the past due amount will be charged an interest rate not to exceed 12% per annum on the total amount due. Late charges and collection costs are added to the delinquent monthly payment (consisting of the regular assessment, property tax, special assessment(s), if any, and voluntary charges), and will become part of the total amount due.
3. The Accounting Department will mail a second past due notice 60 days after the initial due date of the delinquent payment. Copies of this notice will be sent to the Mutual President and CFO.
4. The Accounting Department will mail a third and final warning notice 75 days after the initial due date of the delinquent payment. The notice will include a statement that the delinquent account will be referred to the respective Mutual Board of Directors for action.
5. Any account that reaches 90 days past due will be referred to the Mutual Board of Directors for formal collection procedures, which may include eviction and forced sale of the share of stock.
6. If the delinquent amount exceeds \$4,000, the Mutual will be consulted for instructions to begin legal action.
7. The Mutual Board of Directors may, at any time, authorize legal action, regardless of the delinquent amount.

(July 09)

Page 1 of 3

STAFF OPERATIONS**FISCAL AND ACCOUNTING****RESCIND****Collection Procedures**

8. If legal action is to be taken, the Accounting Department will prepare all necessary information and documents of the shareholder and forward them to the Community Manager of Mutual Operations for coordination with the Mutual president and Mutual attorney.
9. When an account is referred for legal action for collection purposes, partial payments on that account will no longer be accepted unless the payment(s) are in accordance with a payment plan approved by the Mutual Board of Directors.
10. The Community Manager of Mutual operations will work with the Mutual attorney until the legal action is concluded.
11. Any account listed as an "Estate" that becomes delinquent will immediately be referred to the Community Manager of Mutual Operations for collection.

Procedure

Adopted: 24 Jun 91

(July 09)

**Executive Director
Golden Rain Foundation**

Page 2 of 3

STAFF OPERATIONS

FISCAL AND ACCOUNTING

RESCIND

Collection Procedures

Revised: 24 Feb 92

Revised: 08 Jul 09

(July 09)

Page 3 of 3

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

RESCIND

Insurance Broker Service

The Controller of the Foundation is authorized to provide computer service to insurance brokers for resident insurance programs that have been approved by the Board of Directors, or when computer service has been approved by the Board of Directors, and then on the following basis:

1. The Controller shall determine annually the cost of providing such services, which cost shall include:
 - a. Direct cost of materials, including card stock for initial and replacement cards.
 - b. Direct cost of the service performed by the computer.
 - c. Direct cost of staff time involved in providing this service.
 - d. The overhead cost shall be computed at the rate of 8% of the direct costs enumerated above.
2. Changes of cost, whether caused by service requests or change in materials and service cost, shall be implemented as soon as possible.
3. All cost determination or cost changes shall be reported to the Administrator prior to the billing being sent to the broker involved.

Policy
Adopted: 18 Jan 72

GOLDEN RAIN FOUNDATION
Seal Beach, California

(Jan 72)

Page 1 of 1

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Requisition Approval

1. Purchase requisitions are completed by the requesting person and given to the department supervisor for approval.
2. The approved purchase requisition is then forwarded to the department manager or administrator in the manager's absence for final review and approval, which is indicated by the department manager's signature.
3. The purchase requisition is then returned to the requesting person for processing.

The Service Maintenance Supervisor is authorized to approve purchase requisitions; however, a copy of the approved requisition shall be forward to the administrator for his/her review and initials.

Regulation

Approved: 20 Jul 72
Revised: 21 Jun 77
Revised: 22 Aug 77
Revised: 02 Apr 80
Revised: 23 Jul 80
Revised: 22 May 81
Revised: 24 Oct 83
Revised: 01 Mar 85
Revised: 15 Jul 86
Revised: 28 Mar 01

**Executive Director
Golden Rain Foundation**

(Mar 01)

Page 1 of 1

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Orders

1. It is the function of the Purchasing Division to observe the source of and the authority for a purchase requisition and to clear any questions or uncertainties before arranging for the purchase. Materials in tight supply may require a conference with the department head in order to consider ordering larger than usual quantities, while weakening price structures may warrant a less than normal supply. The cash position of the Foundation, storage facilities, and other factors may need to be weighed by the Purchasing Supervisor in analyzing purchase requisitions. After reaching a decision to make the purchase and having determined the source of supply offering the desired quality, availability, and quantity of the lowest cost, the normal procedure is to prepare a formal purchase order. Whenever capital equipment is being purchased, the property number should be assigned (from property control cards) and placed after each item. The purchase order must be accounted for in numerical sequence; therefore, voided copies should be retained, and a purchase order log should be maintained in numerical sequence accounting for all purchase orders.

The purchase order, signed by the Purchasing Supervisor, is a written authorization to a vendor to supply specified quantities of described goods at agreed terms and at a designated time and place. As a matter of record and for accounting control, a purchase order should be issued for every purchase of material, service or equipment whether the purchase has been made by mail, telephone, salesman or by any other means. An exception to this is a consumption item with a value less than \$75 which may be purchased by the department head. When the department head purchases an item under \$75 without the use of a purchase requisition and purchase order, it will be the responsibility of the department head to sign the invoice for payment only after confirming receipt of item purchased. It will also be the department head's responsibility to make sure the invoice is paid only once. This will require some small record keeping process in the department area. Where a purchase commitment is made by telephone or in an interview with a sales representative, the purchase order serves as a confirmation to the vendor and places the required documents in the hands of those concerned in our company. Words to this effect should be placed on the purchase order.

The purchase order gives a vendor a complete description of the goods and services desired, terms, price, delivery, and shipping instructions. Where necessary, the description may refer to an attached sample, blueprint or a person's name to contact whenever services are ordered. The original and one carbon copy, the latter being labeled "Acknowledgement Copy" are sent to the vendor who is asked to return the

(Mar 01)

Page 1 of 4

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Orders

carbon copy with his signature, therewith signifying to the Purchasing Supervisor that the order was received and will be delivered according to the specifications enumerated in the purchase order. The acknowledgement copy constitutes a necessary form for contract procedure. Other carbon copies are distributed as follows:

- a. Copy #3 (Yellow-Purchasing) is retained by the Purchasing Division and filed alphabetically as an outstanding order pending receipt of the Receiving Report. This copy provides quick information on a particular purchase and a complete record of all purchases made from each source of supply. It remains in the open file until the Receiving Records acknowledge receipt of all materials or services ordered. When a purchase order is considered complete, it should be thoroughly reviewed to be certain all pertinent supporting papers are present and in order before filing in the closed order file.
- b. Copy #4 (Pink-Purchasing) is retained by the Purchasing Division and filed numerically and used as a control file.
- c. Copy #5 (Golden-Receiving) is routed to the receiving department where it is used as a Purchase Notice and an accounts payable receiving record to inform that department what is on order and to assure equipment and personnel to handle incoming orders. Upon receipt, this copy is filed alphabetically by vendor in the open purchase order file. After the materials or services are thoroughly checked by matching the items received (quantity, make, characteristics, model, etc.) with the purchase order copy and the order is found complete, then the gold copy is forwarded with packing slip to accounts payable (for further information see Receiving Procedures).
- d. Copy #6 (Buff-Receiving) is routed to the receiving department as a Purchasing Division receiving support. Upon receipt, this copy should be filed alphabetically by vendor. After the material is thoroughly checked against the purchase order, then the purchasing receiving copy is marked as a partial or complete order and returned to the Purchasing Division on a daily basis.
- e. Copy #7 (Dark Green-Accounts Payable) is routed to Accounting as notice of commitment where it is filed pending receipt of the receiving record copy (gold)

(Mar 01)

Page 2 of 4

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Orders

and the vendor's invoice. The documents are then audited and provide the basis for making payment and become part of the voucher file.

2. The purchase order change notice follows exactly the same ordering procedure. All requested changes are made on the purchasing vendor copy (yellow) reproduced in the required number of copies and distributed. All charges must be written in sufficient detail to prevent any misrepresentation that could occur.
3. Miscellaneous Instructions
 - a. If required, list (government [municipal, state, federal]), (licenses, permits, etc.).
 - b. Add California tax resale permit number on all orders nontaxable.
 - c. Inform the vendor if this is a confirming order.
 - d. Show billing address to P.O. Box 2069, Seal Beach, and shipping address to Maintenance Building, foot of Golden Rain Road.
 - e. Place originator name after "attention."
 - f. Cost center number in the account no. column.
 - g. Purchasing Supervisor will sign in lower right hand corner.
 - h. Where more than one page is required, type "Page 1 of 10" or similar, above the purchase order number.
 - i. Supporting papers may be purchase order changes, debit memos, credit memos, acknowledgement copies, confirmation copies, packing slips and receiving records.
4. Maximum elapsed time from placement of order until typed and distributed will be 12 working hours or less. All supporting papers will be attached to the purchase orders within 16 working hours.

Procedure

Executive Director

(Mar 01)

Page 3 of 4

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Orders

Approved: 16 Nov 82

Revised: 15 Sept 86

Golden Rain Foundation

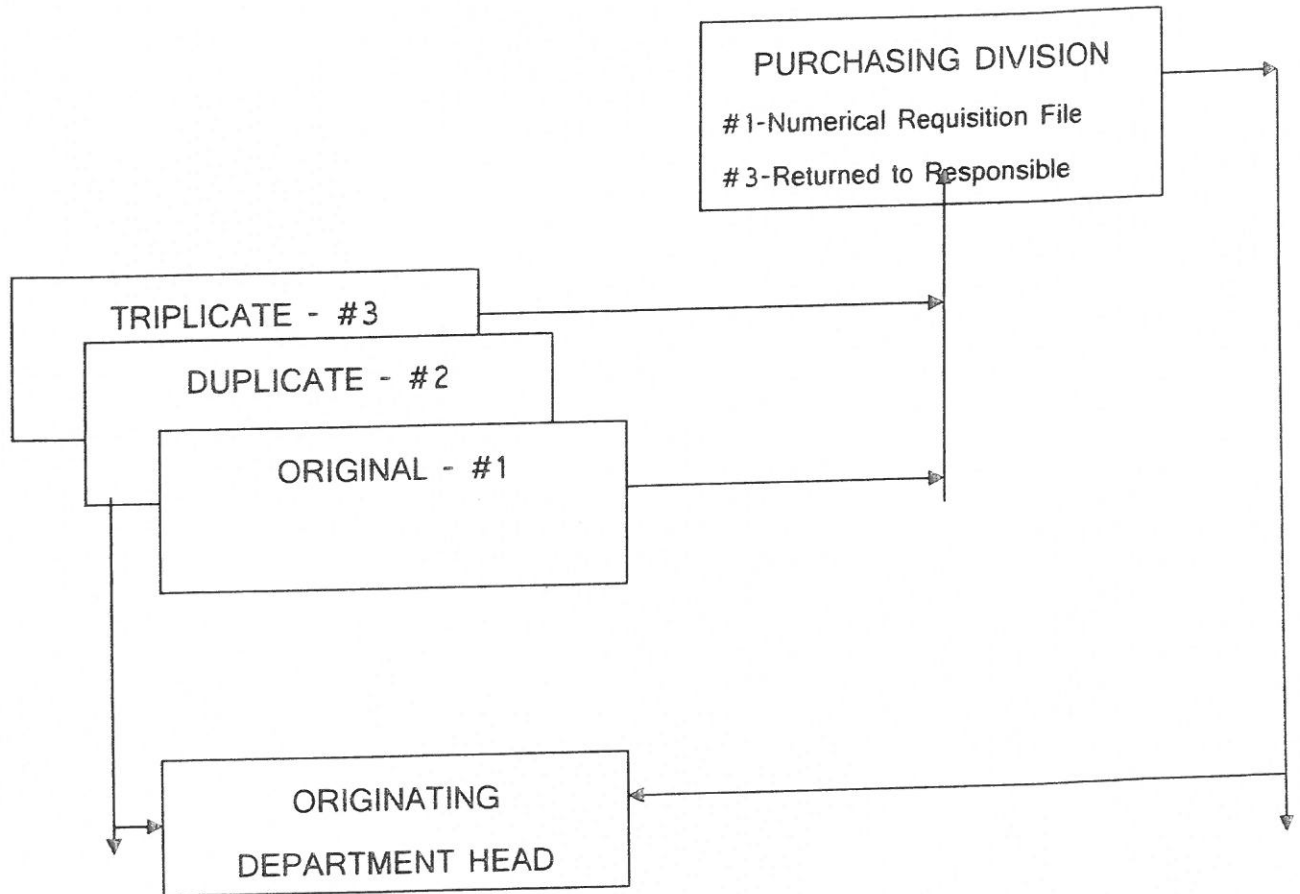
(Mar 01)

Page 4 of 4

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Requisition Procedure

(Sept 86)

Page 1 of 2

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Requisition Procedure

Procedure

Approved: 15 Sept 86

Executive Director
Golden Rain Foundation

(Sept 86)

Page 2 of 2

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Order Procedure

1. It is the function of the Purchasing Division to observe the source of and the authority for a purchase requisition and to clear any questions or uncertainties before arranging for the purchase. Materials in tight supply may require a conference with the department head in order to consider ordering larger than usual quantities, while weakening price structures may warrant a less than normal supply. The cash position of the Foundation, storage facilities, and other factors may need to be weighed by the Purchasing Supervisor in analyzing purchase requisitions. After reaching a decision to make the purchase and having determined the source of supply offering the desired quality, availability, and quantity of the lowest cost, the normal procedure is to prepare a formal purchase order. Whenever capital equipment is being purchased, the property number should be assigned (from property control cards) and placed after each item. The purchase order must be accounted for in numerical sequence; therefore, voided copies should be retained, and a purchase order log should be maintained in numerical sequence accounting for all purchase orders.

The purchase order, signed by the Purchasing Supervisor, is a written authorization to a vendor to supply specified quantities of described goods at agreed terms and at a designated time and place. As a matter of record and for accounting control, a purchase order should be issued for every purchase of material, service or equipment whether the purchase has been made by mail, telephone, salesman or by any other means. An exception to this is a consumption item with a value less than \$75 which may be purchased by the department head. When the department head purchases an item under \$75 without the use of a purchase requisition and purchase order, it will be the responsibility of the department head to sign the invoice for payment only after confirming receipt of item purchased. It will also be the department head's responsibility to make sure the invoice is paid only once. This will require some small record keeping process in the department area. Where a purchase commitment is made by telephone or in an interview with a sales representative, the purchase order serves as a confirmation to the vendor and places the

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Order Procedure

required documents in the hands of those concerned in our company. Words to this effect should be placed on the purchase order.

A purchase order is not necessary for the following items:

Exclusions

Credit Cards
Dance Bands
Insurance Invoices
Postage
Reimbursements
Travel and Expense Reports
Utilities

*Options

Continuing Education Dues
Memberships, Books and Subscriptions
Service Contracts

1. Unauthorized purchases will become the responsibility of the department head from which the order originated.
2. During extreme emergencies an order may be placed by a department head and all purchase commitments must be confirmed by a written purchase requisition within 24 hours.
3. All contact with vendor shall be done through Purchasing which shall, in turn, refer them to the using department if necessary. This will free the departments to perform their own functions and also limit unauthorized personnel throughout the project.
4. Evaluation reports will be requested from the using departments for the purpose of standardization.

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Order Procedure

5. Purchasing, with the cooperation of the Storekeeper/Buyer, shall be responsible for the return of merchandise for credit.
6. Purchasing shall be responsible for negotiating all contracts for equipment, capital equipment, printing, etc. Usage rates shall be provided to Purchasing upon request.
7. Competitive bids shall be obtained on services which exceed \$200, in addition to informal telephone bids under this amount.
8. Prices are to remain confidential; they should not be disseminated nor should they be used as a lever for bargaining.
9. The practice of "free merchandising" by the sales representative is to be discouraged; price reduction or notation of "bonus merchandise" on the face of the invoice is to be encouraged instead.

Procedure

Amended: 15 Sept 86

Executive Director
Golden Rain Foundation

STAFF OPERATIONS

ACCOUNTING

RESCIND

Purchase Order Procedure

STAFF OPERATIONS

PHYSICAL PROPERTY DEPARTMENT

RESCIND

Invoice Approval for Payment

1. When an order is complete, the receipt in Great Plains and the packing list will be received by the Accounts Payable clerk who will:
 - a. Compare the quantity and price for each item entered on the invoice with the quantity and price appearing on the receiving report. Also verify price extension for invoice amount and application of discount, if eligible. Add sales tax if not claimed.
 - b. If the receiving report substantiates receipt of quantities and prices for which involved, the Storekeeper will stamp the invoice as Received, and forward to the Accounting Department for check preparation.
 - c. If a discrepancy is noted between the invoice and the receiving report, the Accounts Payable Clerk will reconcile the difference, make appropriate changes, noting correction on invoice, and send back to Purchasing for resolution. The Purchasing Department will advise the vendor of the billing difference.
2. When only a partial shipment of an order has been received, the Storekeeper will Handle the packing list as follows:
 - a. Update the Purchasing Agent's copy of the purchase order to indicate receipt of the quantities received.
 - b. Transcribe the cost center and stock number for each item from the purchase order to the packing list.
 - c. Compare the quantity for each item entered on the invoice with the quantity received on the packing list and the invoiced price with the price on the purchase order. Also, verify the price extension for invoiced amount and application of discount, if eligible. Also, add sales tax if not claimed.
 - d. Return the purchase order to the Purchasing Agent's open order file.
 - e. If the packing list and purchase order substantiate receipt of the quantities and prices for which invoiced, the Storekeeper will stamp the invoice as received, attach the packing list to the invoice and forward to the Accounting Department for check preparation.
 - f. Approved invoices will be passed daily to Accounting for payment.

(Sept 86)

Page 1 of 2

STAFF OPERATIONS

PHYSICAL PROPERTY DEPARTMENT

RESCIND

Invoice Approval for Payment

- g. If a discrepancy is noted between the invoice and packing list of order, the Storekeeper will reconcile difference, make appropriate changes, noting correction on the invoice, and forward to the Accounting Department for payment. The Purchasing Department will advise the vendor of the bill difference.

Procedure
Amended: 15 Sept 86

Executive Director
Golden Rain Foundation

(Sept 86)

Page 2 of 2

STAFF OPERATIONS

PURCHASING DEPARTMENT

RESCIND

Credit Memorandums

Supplier, equipment, etc. returned for credit to be handled in the following manner:

1. Prepare, in duplicate, the vendor credit memorandum, original copy to accompany merchandise to the vendor, carbon copy to Accounts Payable.
2. Credit memorandum must be completed in detail as to quantity, unit, size, description, date, reason for the return and department cost center.
3. Full signature of recipient must appear on form if the vendor's representative receives the same rather than a common carrier.
4. Signature of department head authorizing return.
5. Receipt from common carrier must be kept with the copy of the credit memorandum.
6. Copy of credit memorandum to be forwarded to Accounts Payable and retained until authorized credit is issued from vendor.
7. Prices, quantity, etc. on authorized credit memorandum from vendor will be checked against the copy of the credit memorandum to insure proper amount of credit is issued by the vendor.
8. Completed credit memorandum should be stapled with the credit memo, cost center indicated, etc., and forwarded to Accounting.
9. Any deviation in price or quantity from the department's copy compared with the vendor's completed credit memorandum should be brought to the attention of the Purchasing Agent.

Procedure

Amended: 15 Sept 86

Executive Director
Golden Rain Foundation

(Sept 86)

Page 1 of 1

ADMINISTRATION

COMMUNITY ADMINISTRATION

RESCIND

Escrow Accounting Procedure

1. The Stock Transfer Agent is responsible to send the Accounts Receivable Clerk demand letter when escrow opens requesting the following information:
 - a. Monthly carrying charge amount.
 - b. Date paid to.
 - c. GRF membership fees for month, amount of membership fees and if paid.
 - d. Taken from Tab Run _____ (dated).
 - e. Date audit completed.
2. Accounts Receivable Clerk is to fill out demand letter.

The Accounts Receivable Clerk is also responsible for making sure SRO portions are completed, and to return demand letter to the Stock Transfer Agent within three (3) working days after receipt.
3. The Stock Transfer Agent is responsible for determining the GRF membership fees are billed to proper stockholder(s) in escrow.
4. The Accounts Receivable Clerk is to notify the Stock Transfer Agent, in writing, of any payment or charge incurred after account has gone into escrow within three (3) working days of transaction.
5. All monies received from closing escrows are to be given to the cashier within three (3) working days or by the last working day of the month in which the escrow closed in any case.
6. The Stock Transfer Agent is responsible to send all file maintenance changes to the Accounts Receivable Clerk within three (3) working days after escrow closes, or by the end of the month.

(May 98)

Page 1 of 2

ADMINISTRATION

COMMUNITY ADMINISTRATION

RESCIND

Escrow Accounting Procedure

7. The Accounts Receivable Clerk will order new monthly carrying charge cards.
8. Refunds of carrying charges paid by seller outside of escrow and collected in escrow are to originate from the Stock Transfer Agent.
9. If any special arrangements are made between escrow offices and buyer about payment of carrying charges, such special arrangements are to be included as part of the written escrow instructions.

Procedure

Approved: 14 Nov 72

Revised: 10 Feb 98

(May 98)

Administrator**Golden Rain Foundation**

Page 2 of 2

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

RESCIND

GRF Financial Reports

Distribution of Foundation Financial Reports will be made by the Controller as follows:

1. Monthly Financial Statement

a. Golden Rain Board (including Foundation attorney)	20
b. Administrative Services Manager	1
c. Mutual Presidents	16
d. Chief Financial Officers and one Treasurer	16
e. Administrator	1
f. HUD (when requested by Administrator)	1
g. Controller	File

2. Budget Comparison Reports

a. Golden Rain Board Office	19
b. Administrator	1
c. Administrative Services Manager	1
d. Physical Property Supervisor	CC 70, 79
e. Community Facilities Manager	CC 4X, 5X, 7X
f. Recreation Supervisor	CC 4X, 5X
g. News Office	CC 36
h. Security and Transportation Manager	CC 37, 38
i. Service Maintenance Supervisor	CC 74, 75
j. Purchasing Agent	CC 32
k. Controller	File
l. Library Operations Supervisor	1

3. Annual Audit Report

a. Golden Rain Board	20
b. Administrator	1
c. Controller	4

4. Annual Report

a. All Members of Golden Rain Foundation	6,608
b. Administrator	10

(July 09)

ADMINISTRATION

FISCAL AND ACCOUNTING SERVICES

RESCIND

GRF Financial Reports

- | | |
|---|----|
| c. Stock Transfer Agent (for new residents) | 50 |
| d. Controller | 30 |

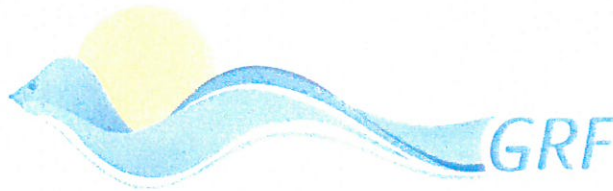
Procedure

Approved: 14 Nov 72
 Amended: 29 Dec 83
 Amended: 13 Aug 85
 Amended: 18 May 87
 Amended: 22 Apr 93
 Amended: 20 Aug 98
 Amended: 12 Oct 99
 Amended: 02 Feb 00
 Amended: 07 Jul 09

(July 09)

Executive Director
Golden Rain Foundation

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: ITS COMMITTEE
SUBJECT: BROADBAND AGREEMENT
DATE: DECEMBER 8, 2015
CC: FILE

At the regular meeting of the ITS Committee on December 8, 2015, the Committee reviewed the recommendations for replacement of the wireless broadband agreement between FTS and GRF. Based upon the SANS audit, network security would be enhanced through the establishment of a new broadband provider and associated equipment.

Existing FTS services (20mbps) - \$1,460 per month
Proposed TelePacific (50mbps) - \$1,099 per month

It was with the unanimous approval of the Committee to recommend the cancelation of the agreement between GRF and FTS and enter into a three (3) year agreement with TelePacific (Exhibit A).

Note: Upon approval, transition between service providers may require 30-60 days of parallel service to insure minimal disruption of required network connectivity.

I move to approve entering into a three (3) year agreement with TelePacific, per their quotation 112015, and authorize the President to sign the agreement. Upon securing and verification of services by TelePacific, the Executive Director is authorized to cancel services as provided by FTS.

RESOLUTION/MOTION ACTION RECORD

122215.c.i.

Resolution Type: Approve contract

Pertaining to: Broadband Agreement

Duly adopted at a meeting of the Board of Directors held: 12.22.15

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)



Section 1 Customer Information

Account Number (existing acct)			
Company Legal Name	Leisure World		
Doing Business As (DBA)			
Contact Name		Contact Title	
Telephone Number		Fax Number	
Service Address:	13531 St Andrews Dr	City	Seal Beach
State	CA	Zip Code	90740
E-mail			

Section 2 TelePacific Services

TelePacific will provide Customer with the specified type and amount of Services at the rates, and terms and conditions listed below, and Customer shall accept and pay for Services under the Terms and Conditions to which Customer agreed on the Telecommunications Account Agreement that governs this Service Agreement.

Description of Services	Select Term Length (Yrs)	Quantity	Monthly Recurring Charge (MRC)	MRC Total
50M Tier 1 Access	3 Year	1	\$1,160.00	\$1,160.00
50M Tier 1 Port	3 Year	1	\$700.00	\$700.00
Internet	3 Year	1	\$100.00	\$100.00
EoFW Promo Bandwidth Blast Promo	3 Year	1	(\$661.00)	(\$661.00)
P-N: 50M Tier 1 Port Discount	3 Year	1	(\$200.00)	(\$200.00)
SubTotal MRC:				\$1,099.00
LDAC, EUCC and EUCL Charges:				\$0.00
Total NRC:				\$0.00

Federal, State and Local Taxes and Other Charges will be applied in accordance with the definitions stated at <http://www.insidetelepacific.com/rates/rates-telepacific.asp>

IN WITNESS WHEREOF each Party hereto has caused this Service Agreement to be executed by its duly authorized representative.

Agreed by: Customer Signature

Date

Customer Name (Print)

Title

Sales Representative Name

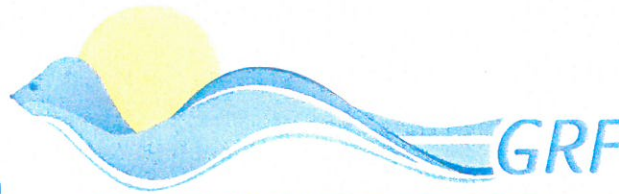
Phone

Agreed by: Sales Manager Signature

Date

The information and pricing contained in this Service Agreement is valid for a period of 30 days from **November 20, 2015**

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MEMO

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTY COMMITTEE
SUBJECT: PURCHASE OF THREE MAINTENANCE VEHICLES
DATE: DECEMBER 4, 2015
CC: FILE

At its regular scheduled meeting on December 2, 2015, the Physical Property Committee reviewed options to purchase three (3) Maintenance/Physical Property electric vehicles. The 2016 Capital Budget reflects the addition of two (2) Service Maintenance Technicians and one (1) Physical Property Inspector, creating the need of these additional vehicles.

The Committee reviewed the cost and design of new and used options for the budgeted amount of \$10,000 each. The three(3) vehicles will be equipped with ladder racks, tool boxes and new batteries.

The Committee unanimously voted to recommend the GRF Board award a contract to Junior's Westcoast Golf carts for the purchase of three (3) preowned Club CarTurf 1 Golf Carts (Exhibit A). Electrical outlets will also be needed for the charging of these electric vehicles at an estimated cost of \$2,500, as well as the purchase of cab enclosures and windshield wipers, which are within the budgeted amount of \$30,000.

I move to purchase three (3) used Club Car Turf 1 Golf Carts from Junior's Westcoast Golf carts, install electrical outlets for the charging of the electric vehicles, windshield wipers and purchase cab enclosures, at a cost not to exceed \$30,000, funding from the Capital Fund and authorize the Executive Director to initiate the purchase.

RESOLUTION/MOTION ACTION RECORD

122215.d.i.

Resolution Type: Approve contract

Pertaining to: Purchase of 3 electric vehicles

Duly adopted at a meeting of the Board of Directors held: 12.22.15

Motion by: _____

Seconded by: _____

Cost Center _____

Capital _____

Operational _____

Reserves _____

VOTE:

YES

NO

ABSTAIN

ABSENT

President Winkler

☐☐☐☐

Director Leah Perrotti

☐☐☐☐

Director Richard Stone

☐☐☐☐

Director Paul Pratt

☐☐☐☐

Director Paula Snowden

☐☐☐☐

Treasurer Linda Stone

☐☐☐☐

Secretary Joy Reed

☐☐☐☐

Director Phil Hood

☐☐☐☐

Director Mary Wood

☐☐☐☐

Director Kathleen Rapp

☐☐☐☐

Director Steven McGuigan

☐☐☐☐

Director Marjorie Dodero

☐☐☐☐

Director Mary Greer

☐☐☐☐

Vice President Carole Damoci

☐☐☐☐

Director Barry Lukoff

☐☐☐☐

Director Phil Friedman

☐☐☐☐

Director Tim Bolton

☐☐☐☐

Director Perry Moore

☐☐☐☐

ATTEST: _____ (Secretary)

_____ (Date)

EXHIBIT A

2030 Carbon Canyon Rd.
Chino Hills, Ca 91709jules5050@hotmail.com
909-374-0543

Estimate

Junior's Westcoast Golf carts

For: Golden Rain Foundation

Estimate No: 35
Date: November 27, 2015

Ship To:

Ship Date November 27, 2015
Tracking No
Ship Via
FOB

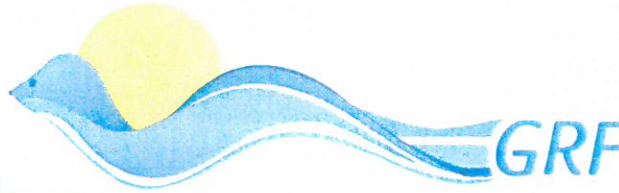
Code	Description	Quantity	Rate	Amount
	Turf 1 carryall 48 volt with new batteries! Cart includes battery charger,ladder rack,tool box and running headlights & taillights	1	\$6,300.00	\$6,300.00
	Turf 1 carryall 48 volt with new batteries! Cart includes battery charger,ladder rack,tool box and running headlights & taillights	1	\$6,300.00	\$6,300.00
	Tut f 1 carryall 48 volt with new batteries! Cart includes battery charger,ladder rack,tool box and running headlights & taillights	1	\$6,300.00	\$6,300.00

* Indicates non-taxable item

Subtotal	\$18,900.00
TAX (8.00%)	\$1,512.00
Shipping	\$0.00

Total	\$20,412.00
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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RECREATION COMMITTEE
SUBJECT: JANITORIAL AND CUSTODIAL CONTRACT FOR 2016-2018
DATE: DECEMBER 11, 2015
CC: FILE

The current contract for Janitorial and Custodial services will expire on December 31, 2015. On October 14, 2015, thirteen (13) invitations to bid for Janitorial and Custodial Services were sent out and five (5) companies responded.

At its November 9, 2015 meeting, the Recreation Committee found the following three (3) companies to be best suited and requested that interviews be scheduled:

- Commercial Cleaning Systems (CCS)
- Innovative Cleaning Services
- Pegasus Building Services

At a special meeting of the Recreation Committee on Monday, November 30, 2015, interviews with the three (3) selected companies were performed and after reviewing all of the information provided, it was the recommendation of the Recreation Committee to request that the Board approve Pegasus Building Services to provide Janitorial and Custodial services for a three (3) year term from 2016-2018. (See attached Proposal Recap).

I move that the Board approve the contract with Pegasus Building Services to provide Janitorial

and Custodial services for a three (3) years in the following amounts: Year 1- \$1,079,460

Annual, Year 2 - \$1,079,460 Annual, Year 3 - \$1,079,460 Annual, for a Three (3) year total of

\$3,238,381 and to authorize the President to sign the contract is requested.

RESOLUTION/MOTION ACTION RECORD

122215.e.i.

Resolution Type: Approve contract

Pertaining to: Custodial and Janitorial Services

Duly adopted at a meeting of the Board of Directors held: 12.22.15

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

PROPOSAL RECAP



YEAR 1 - 2016		YEAR 2 – 2017		YEAR 3 – 2018	
Monthly	Annual	Monthly	Annual	Monthly	Annual
\$83,684.23	\$1,004,210.79	\$83,684.23	\$1,004,210.79	\$85,357.92	\$1,024,295.00
CONTRACT TOTAL: \$3,032,716.57					



YEAR 1 - 2016		YEAR 2 – 2017		YEAR 3 – 2018	
Monthly	Annual	Monthly	Annual	Monthly	Annual
\$97,987.00	1,175,845.00	\$99,457.00	\$1,193,484.00	\$100,684.23	\$1,211,388.00
CONTRACT TOTAL: \$3,580,717.00					



YEAR 1 - 2016		YEAR 2 – 2017		YEAR 3 – 2018	
Monthly	Annual	Monthly	Annual	Monthly	Annual
\$89,955.23	\$1,079,460.00	\$89,955.23	\$1,079,460.00	\$89,955.23	\$1,079,460.00
CONTRACT TOTAL: \$3,238,381.00					