

**A G E N D A**  
**EXECUTIVE COMMITTEE**  
**Administration Conference Room**  
**Tuesday, August 12, 2014 – 1:00 p.m.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Chair's Announcements
5. Approval of Minutes of the Regular Meeting of July 8, 2014
6. Correspondence
7. **REPORTS**
  - a. Foundation President (Ronde Winkler)
  - b. Mutual Administration Director (Carol Weller)
  - c. HR Director (Ruth Smith)
  - d. Executive Director (Randy Ankeny)
8. Foundation Member Comments
9. **UNFINISHED BUSINESS**
  - a. Review Preliminary 2015 Budget for Cost Centers 20, Human Resources; 30, Administration; and 33, Mutual Administration
  - b. Amend Policy 5020, Organization Of The Board (pg.1)
  - c. Amend Policy 5511, Legal Services (pg.3)
  - d. Amend Policy 5536.1, Guest Passes (pg.4)
  - e. Regulation 5061.1, Initiation Fee Regulation send to Finance Committee (pg.8)
  - f. Policy 1801, Qualified Permanent Resident and Co-Occupant Agreements send to Finance Committee (pg.10)
  - g. Resales Sub-Committee
10. **NEW BUSINESS**
  - a. General Labor Budget Review
  - b. Amend Policy 4156, Hiring Practice (pg.14)
  - c. Trust Mailing
  - d. Uniforms
  - e. Amend Policy 4250, Provision of Uniforms (pg.16)
  - f. Election Services

\*\*Agenda is Subject to Change\*\*

**A G E N D A**  
**EXECUTIVE COMMITTEE**  
**Administration Conference Room**  
**Tuesday, August 12, 2014 – 1:00 p.m.**

- g. Citizenship Awards (pg.17)
- h. Recommendation from Architectural and Design Sub-Committee – Globe (pg.18)
- i. Employee Handbook

11. Committee Member Comments

12. Executive Session

- a. Personnel Update
- b. Approve Executive Session Minutes
  - i. July 17, 2014

13. Adjournment

14. Monthly Meeting: Next monthly meeting will be held on September 9, 2014 at 1:00 p.m. in the Administration Conference Room

\*\*Agenda is Subject to Change\*\*

GOLDEN RAIN OPERATIONS**DRAFT 8.4.14****ORGANIZATION OF THE BOARD**A. Members of the Board

The Board has eighteen members. The membership includes consists of two representatives from Mutuals No. One and No. Two and one representative from each of the other Mutuals.

B. Officers of the Board

President  
 Vice President  
 Corporate Secretary  
 Treasurer  
 Deputy Secretary

C. Executive Committee of the Board

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

D. Standing Committees

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

E. Other Committees Approved by the Board

The suggested changes will take effect at the start of the 2015/2016 term.

Policy

(Aug 2013)

**GOLDEN RAIN FOUNDATION**

**GOLDEN RAIN OPERATIONS**

**DRAFT 8.4.14**

**ORGANIZATION OF THE BOARD**

**Seal Beach, California**

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

(Aug 2013)

GOLDEN RAIN OPERATIONS

## BOARD INTERNAL OPERATIONS

ORIGINAL

Legal Services

It is the policy of the Board of Directors of the Golden Rain Foundation to retain counsel for assistance and advice where proposed actions may involve legal relationships.

1. Obtaining legal counsel;
  - a. The President of the Foundation will authorize, in advance, contacts for legal services, either by making the contact himself or by authorizing committee chairmen to make the contact.
  - b. The Administrator shall perform the same function for all staff contacts for legal services.
  - c. When, however, the attorney is a member of a committee, the chairman of that committee shall have the right to request legal services from him until the conclusion of the work of that committee.
2. Authorization to institute formal legal proceedings is a function of the Board and will be referred to the Board for authorization prior to legal action being instituted, except where legal action is the outgrowth of normal operating procedures that have been previously authorized.

**Policy**

Adopted: 18 Jan 72

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Jan 72)

GOLDEN RAIN OPERATIONS

## BOARD INTERNAL OPERATIONS

## DRAFT FOR AMENDMENT

Guest Passes Gate Passes

The Executive Director or Mutual Administration Manager is authorized to make annual guest passes, quarterly service passes and semiannual caregiver passes available.

Annual Guest Passes

The Executive Director or Mutual Administration Manager is directed authorized to make four (4) annual guest passes available per unit. ~~These~~ The annual guest passes are valid for one year and will be mailed with the yearly payment coupon package in December to addresses within Leisure World. Stockholders/condominium owners with outside addresses may obtain their four annual guest passes throughout the year from the Stock Transfer Office located on the first floor of the Administration Building (Building A).

The Executive Director or Mutual Administration Manager is authorized to issue up to four (4) additional annual guest passes per unit, which may be obtained from the Stock Transfer Office if the following conditions are met:

1. The stockholder/condominium owner must appear *in person* and show valid identification.
2. A \$3 ~~\$5~~ fee will be charged for each additional pass, or when a replacement guest pass is requested.
3. The Mutual and apt. number shall be written on the back front of the additional annual guest passes and a record of these annual guest passes will be maintained in the Stock Transfer Office.

The Executive Director and Mutual Administration Manager is further authorized to issue additional annual guest passes, as needed, for immediate family members of stockholders/condominium owners. The request must be in writing and shall be reviewed on a case-by-case basis.

(Feb 10)

GOLDEN RAIN OPERATIONS

## BOARD INTERNAL OPERATIONS

## DRAFT FOR AMENDMENT

Guest Passes Gate PassesQuarterly Service Passes

The Executive Director or Mutual Administration Manager is authorized to make quarterly service passes available. The quarterly service passes shall be produced, each in a different color, and shall expire in March, June, September and December of the year in which they are issued.

The Physical Property and Recreation departments shall issue quarterly service passes to contractors and vendors only after they have provided the required licensing and insurance, as well as a request in writing containing the names of the persons receiving the passes.

The Stock Transfer department shall issue quarterly service passes to legal representatives of shareholders, staff of the Leisure World Health Care Center on Golden Rain Road and Orange County Supportive Services departments, only after they have provided the legal documentation of their authority to act on behalf of a shareholder and a photo ID.

The Stock Transfer department shall issue quarterly service passes to realtors and escrow companies only after they have provided a proper photo ID, as well as a request in writing containing the name of the person receiving the pass.

A record of these passes will be maintained in the offices from which they were issued.

Caregiver Passes

The Executive Director or Mutual Administration Manager is authorized to make semiannual caregiver passes available to those caregivers who have applied for the caregiver pass in compliance with Mutual Policy 7557, Caregivers.

As set forth in Policy 5061.1, Initiation Fee, a \$5 fee will be charged for each caregiver pass, or when a replacement pass is requested.

(Feb 10)

GOLDEN RAIN OPERATIONS

## BOARD INTERNAL OPERATIONS

## DRAFT FOR AMENDMENT

Guest Passes Gate Passes

The semiannual caregiver passes shall be produced in two different colors, with a designation as to the caregiver being a part-time or full-time care provider. Caregiver passes will expire in June and December in the year in which they were issued. Some caregiver passes are issued on a yearly basis, in compliance with a specific mutual's policy.

The caregiver's name and the mutual and apartment number shall be written on the front of the pass. The Stock Transfer Department shall issue all caregiver passes and prepare a monthly report of passes issued.

Caregivers shall wear issued badges and passes at all times while in the community.

Use of Passes

The Executive Committee shall review fees for caregiver and guest passes on an annual basis during the fourth quarter of the year.

Stockholders/condominium owners can notify the Main Gate to admit a guest without a an annual guest pass.

Administration is authorized to print annual guest passes and quarterly service passes in the same wallet size as the plastic key cards, with a different colors for each succeeding year so that current passes can be easily identified. Caregiver passes shall be printed and formatted to fit the accompanying badge holder.

After January 31 of each year, staff members are authorized to collect prior year guest passes when presented by guests at the gate.

Photocopying or duplicating annual guest passes, quarterly service passes or caregiver passes by residents members or guests is prohibited. Staff members are authorized to collect any counterfeit guest passes and direct the guest to the Main Gate office to be phoned in by the stockholder/condominium owner. Residents (Feb 10)



GOLDEN RAIN OPERATIONS

BOARD INTERNAL OPERATIONS

DRAFT FOR AMENDMENT

Guest Passes Gate Passes

found in violation may lose their privilege to obtain additional guest passes at the discretion of the Executive Director or Mutual Administration Manager.

**Policy**

Adopted: 18 Oct 77

Effective: 01 Jan 78

Amended: 15 Nov 77

Amended: 21 Jul 81

Amended: 20 Nov 84

Amended: 15 Dec 87

Amended: 20 Apr 93

Amended: 16 May 00

Amended: 20 Feb 01

Amended: 16 Feb 10

Amended:

GOLDEN RAIN FOUNDATION  
Seal Beach, California

(Feb 10)

GOLDEN RAIN OPERATIONS**DRAFT TO AMEND 8.19.14**Initiation Fee Regulation Application of Fees

For the purpose of calculating the initiation membership fee, the “member equity” is the amount of “Trust Accountability.” The Trust accountability is the net value of assets available for the use of foundation members. It is the intent of the initiation membership fee to purchase the use of current facilities. Conversely, the non-Trust assets are eliminated from the calculation because the depreciation of this group of assets is charged to the membership as a trust maintenance fee. The initiation membership fee is added to the replacement fund, and the interest earned on this fund is used to offset the trust maintenance costs. The Executive Committee will review all fees annually during the fourth quarter of the year.

Administrative Services Mutual Administration Department

The following schedule of fees shall be established to provide for standard cost recovery for services provided by the Stock Transfer Office:

	<u>Fee</u>	<u>Policy</u>
1. Initial GRF Membership Certificate Fee	\$150	5061
2. Transfer Fee	\$350	5062
3. Mutual <u>Escrow</u> Withdrawal Inspection Fee <u>Deposit</u>		
	<del>\$2,500-\$3,500</del> <u>\$5,000-\$10,000*</u>	7530
4. Mutual Inspection Processing Fee	\$500- <u>\$1,000</u>	7525
5. Non-member Co-occupant Set-up Fee	\$50	**
6. Replacement Photo ID Card	<del>\$5</del> <u>\$10</u>	1201
7. Caregiver Provider Pass	\$5	**
<b>8. <u>Mutual Escape Tax Deposit</u></b>	<b><u>\$3,000</u></b>	<b><u>7709.1</u></b>

(May 07)

**GOLDEN RAIN OPERATIONS**

**DRAFT TO AMEND 8.19.14**

**Initiation-Fee Regulation Application of Fees**

\*Varies by Mutual  
\*\*Cost Recovery Fee

**Regulation Policy**

Adopted: 01 Jul 04  
Revised: 15 May 07  
Amended:

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(May 07)

COMMUNITY OPERATIONS

## RESIDENT CO-OCCUPANTS

## DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreements

Effective February 1, 1995, in order to comply with Section 51.3 of the California Civil Code, the following classes of citizens may reside in Seal Beach Leisure World:

1. Resident Stockholder or Condominium Owner – a person 55 years of age or older.
2. Qualified Permanent Resident – a person under the age of 55 years who meets all of the following qualifications:
  - a. Is 45 years of age or older, or is a spouse, cohabitant, or person providing primary physical or economic support to the resident stockholder.
  - b. Has an ownership interest in, or is in expectation of an ownership interest in the dwelling unit.
  - c. ~~Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.~~
  - c. Has resided with the qualifying senior citizen prior to death, hospitalization, or other prolonged absence, or the dissolution of marriage with the senior citizen.**
  - d. Has met the eligibility and financial criteria for membership, paid the fees, completed the transfer documents in the Stock Transfer Office, and been approved by the Mutual.**
  - e. Once approved, the Qualified Permanent Resident is recognized as an owner of the Mutual Share of Stock certificate and the Golden Rain Foundation membership certificate.**
  - f. The Qualified Permanent Resident is issued a Golden Rain Foundation Photo I.D. Card and accorded all the ownership privileges of a member/shareholder.**

(Jan 95)

COMMUNITY OPERATIONS

## RESIDENT CO-OCCUPANTS

## DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreements

- g. Upon the death or dissolution of marriage, or upon the hospitalization or other prolonged absence of the Resident/Stockholder, the Qualified Permanent Resident has the right to continue residency in the dwelling unit. (Reference: Policy 1802, Qualified Permanent Resident Agreement)
3. Co-Occupant – a person who meets all of the following qualifications:
- a. Is 55 ~~55~~ 45 years of age or older, or is a spouse, cohabitant, or person providing primary physical or economic support to Resident/Stockholder.
  - b. Does not have a financial interest or expectation of a financial interest in the dwelling unit.
  - c. ~~Has written authorization from the Mutual President, or any Mutual officer so designated by the Mutual President, to reside in the dwelling unit.~~
  - c. Has resided with the qualifying senior citizen prior to death, hospitalization, or other prolonged absence, or the dissolution of marriage with the senior citizen.
  - d. Has applied for residency status under the Co-Occupant Agreement in the Stock Transfer Office, paid the established fees and been approved by the Mutual.
  - e. Upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of Resident/Stockholder, the co-occupant covenants and agrees that he/she has no right to continue in residence. (Reference: Policy 1803, Co-Occupant Agreement)
4. ~~Health Care Provider – a person of any age hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation. A permitted health care resident is a person of any age hired to provide live-in, long-term, or terminal health care to a qualifying senior resident, or a family member of the~~

(Jan 95)

COMMUNITY OPERATIONS

## RESIDENT CO-OCCUPANTS

## DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreementsqualifying senior resident providing that care.

~~A Resident Stockholder who desires to have a Qualified Permanent Resident reside in a dwelling unit will be required to complete a Request for Additional Occupant Entry form and a Qualified Permanent Resident Agreement. Upon the death or dissolution of marriage, or upon hospitalization or other prolonged absence of the Resident Stockholder, any Qualified Permanent Resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident.~~

A person hired to provide live-in, long-term or hospice health care to the Resident Stockholder for compensation is not eligible to become a Co-Occupant and may not use the community facilities. The Resident Stockholder should apply for a service pass register the health care provider and apply for a caregiver pass pursuant to Mutual Policy 7557, Caregivers. ~~Upon the death or hospitalization or other prolonged absence of the Resident Stockholder, the health Care Provider has no right to continue his or her occupancy, residency or use of the dwelling unit and the service pass shall be surrendered to the Stock Transfer Office.~~

- a. A permitted health care resident shall be entitled to continue his or her occupancy, residency, or use of the dwelling unit as a permitted resident in the absence of the senior citizen from the dwelling unit only if both of the following are applicable: (Reference: Civil Code 51.3)
  - i) The senior citizen became absent from the dwelling due to hospitalization or other necessary medical treatment and is expected to return to his or her residence within 90 days from the date the absence began.
  - ii) The absent senior citizen or an authorized person legally acting for the senior citizen submits a written request to the owner, board of directors, or governing board stating that the senior citizen desires that the permitted health care resident be allowed to remain in order to be present when the senior citizen returns to reside in the development.

(Jan 95)

COMMUNITY OPERATIONS

RESIDENT CO-OCCUPANTS

DRAFT TO AMEND

Qualified Permanent Residents and Co-Occupant Agreements

A person whose name appears on a share of stock as a Nonresident Co-Owner may not reside in Leisure World as a Qualified Permanent Resident or as a Co-Occupant.

A person who had the right to reside in Seal Beach Leisure World prior to February 1, 1995, shall not be deprived of the right to continue that residency on the same basis as a result of the adoption of this change in policy.

The Executive Director is directed to establish the procedure to implement this policy.

**Policy**

- Adopted: 12 Jun 85
- Amended: 15 Apr 86
- Amended: 12 Apr 94
- Amended: 31 Jan 95
- Amended:

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

(Jan 95)

PERSONNEL**DRAFT TO AMEND 8.19.14****GENERAL POLICY**Hiring Practice

The Executive Director shall, with the advice and consent of the Executive Committee and the approval of the Board of Directors, hire and/or terminate managers and supervisors of the following departments:

Department Managers:

~~Accounting~~ **Controller**  
~~Community Administration~~ **Mutual Administration Director**  
~~Community Facilities~~ **Manager**  
~~News Office~~ **Media Manager**  
~~Security and Transportation~~ **Security Chief**  
**ITS Manager**  
**Recreation Supervisor**

Supervisors:

Library **Operations Supervisor**  
 Service Maintenance **Supervisor**

**Policy:**

Adopted: 10 Feb 98 (effective April 1, 1998)  
 Amended: 15 Sept 98  
 Amended: 15 Feb 00

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Dec 02)



PERSONNEL

**DRAFT TO AMEND 8.19.14**

GENERAL POLICY

Hiring Practice

Amended: 05 Dec 02

(Dec 02)

Page 2 of 2

## PERSONNEL

### CONDITION OF EMPLOYMENT

#### Provision of Uniforms

1. Foundation employees who serve as inspectors or maintenance, purchasing, security, or transportation personnel may be required to wear a uniform as a condition of employment. Uniforms are to be worn during the work shift and while traveling to and from the work site only.
2. Laundry service is provided for shirts, trousers and shorts at no cost to the employee. These items will be replaced by the Foundation when they are no longer in good condition.
3. The following uniform items will be provided by the Foundation:
  - a. Long- or short-sleeved shirts.
  - b. Trousers or shorts.
  - c. Jacket.
  - d. Cap displaying a Golden Rain Foundation logo.
  - e. Badge for inspectors and security personnel.
  - f. Patch for transportation, maintenance and security personnel.

#### **Policy**

Adopted: 30 Aug 67  
 Amended: Per Adopted 1970 GRB Budget  
 Amended: 16 Oct 73 (Effective 01-01-74)  
 Amended: 21 Oct 80  
 Amended: 21 July 81  
 Amended: 13 Aug 91  
 Amended: 13 Oct 92  
 Amended: 07 Jul 95  
 Amended: 15 Apr 03

**GOLDEN RAIN FOUNDATION**  
**Seal Beach, California**

(Jul 95)

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MEMO

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** RANDY ANKENY  
**SUBJECT:** CITIZENSHIP AWARDS  
**DATE:** JULY 17, 2014  
**CC:** FILE

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All too often Committee and Board correspondence and/or actions are related to Shareholder/Member concerns with good deeds left in the shadows. I would like to propose a Golden Rain Foundation Citizenship Award. When Shareholders/Members receive citizenship awards, their positive behavior is reinforced and we are given the opportunity to reward good behavior. Self-esteem is improved for the award recipients, and the award promotes activity in community service.

As an example the following within a July Incident report:

CAROL HERBERT FOUND \$1058.00 IN LAUNDRY ROOM 72 AND TURNED IT INTO SECURITY. WATCH COMMANDER FILETO CALLED THE SBPD WHO TOOK THE MONEY AND BOOKED IT INTO THE SBPD.

This incident report shines to me, where one person did the right thing.

I would respectfully like to request review and consideration into the establishment of a subcommittee that would review random acts of kindness that go over and beyond, volunteers who have gone over and above and recognition where a Shareholder/Member took action which is representative of the definition of a good citizen. The subcommittee would make recommendations to the EC which would be ratified and forwarded to the Board awarding a good citizenship award (handed out at the monthly meeting of the Board). At the annual meeting a very special recognition could be made to outstanding examples of good citizenship.

A quality plaque would cost between \$30 and \$50 with engraving.

The annual special award is estimated at \$75 to \$100.

Should the committee approve I would like to establish a new GL code in Cost Center 30 and provide \$1,200 in funding.

Ms. Herbert and her action would be a great first award.

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MEMO

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**TO:** EXECUTIVE COMMITTEE  
**FROM:** RANDY ANKENY  
**SUBJECT:** RECOMEDATION FROM THE ARCHITECTUAL DESIGN REVIEW  
SUB COMMITTEE  
**DATE:** JULY 24, 2014  
**CC:** FILE

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At the first meeting of the Architectural Design Review Committee on July 24, 2014, general review and discussion was held re proposed improvements to the main entrance landscape. Discussion focused on the required steps to move this project forward noting that a key concern exists with the globe sculptor.

The globe now 50 plus years old shows the wear, aging and deterioration associated in a coastal region. It was of the consensus of the subcommittee that costs are required to:

Option A

- Remove all continents
- Sandblast the globe down to bare metal
- Perform required repairs (and if needed) to structure
- Fixed the globe in place (remove and secure rotation mechanism)
- Prime and paint (color to be provided)

Option B

- All items noted above including new continents to accurately depict a globe.

Option C

- Remove the globe

Cost estimates would allow factual information to be presented to the community in the final determination of the globe sculpture.

The Executive Committee is respectfully requested to send the appropriate request to the Physical Properties Committee for the drafting of the applicable Requests for Proposals and providing the Executive Committee and its Architectural Design Review Committee with the vital information required to make an informed recommendation to the Board.