



---

## Board of Directors

---

### **Agenda** Clubhouse Four Tuesday, May 23, 2017 10:00 a.m.

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

*Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:*

- 4 - minute limit per speaker, when there are no more than 15 speakers
- 3 - minute limit per speaker, 16- 25 speakers
- 2 - minute limit per speaker, over 26 speakers

7. Consent Calendar – Approval of Board Committee Meeting Minutes (pp. 1-2)

8. Approval of Minutes

- a. April 25, 2017 (pp. 3-20)

9. New Business

- a. Architectural Design and Review Committee

- i. 5160-ADRC, Architectural Design and Review Committee (Ms. Hopewell, pp. 21-24)
    - ii. Conceptual Approval, Main Entrance Landscape (Ms. Hopewell, pp. 25-30)

- b. Executive Committee

- i. Rescind Policy 5611-30, Calling a Special Meeting (Ms. Stone, pp. 31-32)
    - ii. Amend Policies 5110-30, Executive Committee; 5231-30, Donations and 5508-30, Renewal of Service and Maintenance Contracts (Mrs. Stone, pp. 33-38)

- c. Finance Committee
  - i. Accept April 2017 Financial Statements for Audit (Ms. Hopewell, pp. 39-46)
  - ii. **Final Vote:** Amend Policy 5061-31, Fees (Mr. Lukoff, pp. 47-52)
  - iii. Proposed Cost Center for 5.5 Acres (Mr. Lukoff, pp. 53-54)
- d. Information Technology Services Committee
  - i. Amend Policy 5051-34, Website Management (Ms. Snowden, pp. 55-58)
- e. Mutual Administration Committee
  - i. Amend Policy 1023-MAC, Pet Ownership Rules-Golden Rain Foundation (Ms. Rapp, pp. 59-62)
  - ii. Amend Policy 7501, Mutual Pet Policy (Ms. Rapp, pp. 63-76)
- f. Physical Property Committee
  - i. Capital Funding Request, Amendment of Relocation of Distribution, Stock Transfer Project and Building Five Conference Room C Sound Proofing (Mrs. Greer, pp. 77-86)
  - iii. Non-budgeted Operations & Capital Funding Request, Library, Tree Removals, Sewer Line Repairs and Landscape Replacement (Mrs. Tran, pp. 87-90)
  - iv. Rescind Policies (Mr. Stone, pp. 91-98):
    - 1350-70, Community Grounds and Maintenance Service; 5042-70, Foundation Equipment; 5506.1-70, Bidding Exceptions; 5506.2-70, Bidding Exceptions 5506.3-70, Bidding Exceptions; 5506.5-70, Bidding Exceptions
  - v. Amend Policies (Ms. Rapp, pp. 99-106):
    - 5130-70, Physical Property Charter; 5350-70, Project Construction; 5504-70, Insurance for Contractors; 5504.1-70, Insurance for Vendors
- g. Recreation Committee
  - i. Amend Policies (Mr. McGuigan, pp. 107-112)
    - 5135, Recreation Committee Charter; 5562-50, Amphitheater Programs;
- h. Security, Bus & Traffic Committee
  - i. Amend Policy 5145-37, Security Committee (Mrs. Perrotti, pp. 113-116)
  - ii. Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property (Mrs. Tran, pp.117-120)

- iii. Policy 1927.02-37, Parking Rules for Trust Property (Mr. Stone, pp.121-122)

10. Staff Reports

- a. Director of Finance's Report – Ms. Miller
- b. Executive Director's Report – Mr. Ankeny

11. Board Member Comments

12. Next Meeting/Adjournment

- a. **Special GRF BOD meeting – Tuesday, May 30, 2017, 1 p.m., CH4**

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY



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 April 2017 Committee meetings:

- Minutes of the Strategic Planning Ad Hoc Committee Board Meeting of April 4, 2017
- Minutes of the Security, Bus & Transportation Committee Board Meeting of April 5, 2017
- Minutes of the Physical Properties Committee Board Meeting of April 10, 2017
- Minutes of the Mutual Administration Committee Board Meeting of April 11, 2017
- Minutes of the Publications Committee Board Meeting of April 12, 2017
- Minutes of the Recreation Committee Board Meeting of April 13, 2017
- Minutes of the Executive Committee Board Meeting of April 14, 2017

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.

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY



**BOARD OF DIRECTORS MEETING MINUTES  
GOLDEN RAIN FOUNDATION  
APRIL 25, 2017**

**CALL TO ORDER**

President Carole Damoci called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, April 25, 2017, in Clubhouse Four.

**PLEDGE OF ALLEGIANCE**

Blessilda Fernandez, Mutual Administration Manager, led the Pledge of Allegiance.

**ROLL CALL**

Following the roll call, Corporate Secretary reported that Directors Perrotti, R. Stone, Snowden, Pratt, L. Stone, Reed, Hood, Rapp, Hopewell, McGuigan, Doderio, Winkler, Greer (left at 12:30 p.m.), Damoci, Lukoff, Tran, Fekjar, and Moore were present.

Eighteen Directors were present, with a quorum of ten.

**PRESIDENTS COMMENTS**

The President offered no comments.

**ANNOUNCEMENTS/ SERVICE AWARD PRESENTATIONS**

The GRF Board of Directors met in Executive Session on April 7 and April 21, 2017 to discuss legal, contractual and personnel matters.

**SERVICE ANNIVERSARIES**

Three employees were recognized with service awards.

Nicholas Paoletto	Fleet Department	5 years
Lavell Lover	Security Department	10 years
Stephen Bannon	News Department	15 years

**SEAL BEACH MAYOR'S REPORT**

The Mayor of Seal Beach provided a recap of the City of Seal Beach City Council meeting.

## **SHAREHOLDER/MEMBER COMMENTS**

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\)](#).) Time limits, per speaker, are limited to:

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16- 25 speakers
- 2 minute limit per speaker, over 26 speakers

Seventeen shareholder/members offered comments.

## **CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES**

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 Committee meetings:

- Minutes of the Security, Bus & Transportation Committee Board Meeting of March 1, 2017
- Minutes of the Information Technology Services Committee Board Meeting of March 6, 2017
- Minutes of the Strategic Planning Ad Hoc Committee Board Meeting of March 7, 2017
- Minutes of the Recreation Committee Board Meeting of March 8, 2017
- Minutes of the Executive Committee Board Meeting of March 10, 2017
- Minutes of the Physical Properties Committee Board Meeting of March 13, 2017
- Minutes of the Mutual Administration Committee Board Meeting of March 14, 2017
- Minutes of the Finance Committee Board Meeting of March 21, 2017
- Minutes of the Community Access Ad Hoc Committee Board Meeting of March 23, 2017

## **APPROVAL OF BOARD MEETING MINUTES**

The minutes of the March 28, 2017 were approved, by general consent of the Board, as distributed.

## **NEW BUSINESS**

### **General**

Approve Reserve and Capital Funding for Trust Street Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD)



The Physical Property Committee (PPC) received recommendations from Urban Crossroads (traffic engineer for GRF) to bring the traffic control devices within Trust property into compliance with state requirements, as outlined in the California Manual on Uniformed Traffic Control Devices (CAMUTCD). In the Committee's review and deliberations, it was noted that the CAMUTCD is the standard by which a California Driver's license is issued, as well as the standard for which law enforcement agencies use for traffic enforcement. The PPC noted that upon certification of Trust Property traffic control devices compliant to the CAMUTC, local law enforcement could issue citations within the community. The Committee resolved to recommend to the Board acceptance of this proposed project.

Mr. Lukoff MOVED, seconded by Ms. Rapp-

TO approve Reserve funding for the removal and replacement of signs and street marking and repainting of red curbs per reset plan, in the amount of \$213,000, to be in compliance with the CAMUTCD. Further, I move to approve Capital Funding to update traffic control devices, and certification of compliance with CAMUTCD, in the amount of \$35,000, with the contingencies of \$24,800. The total cost of the project is not to exceed \$272,800 and authorize the GRF President sign the contract and the Physical Property Chair approve any contingencies.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board members.

#### Trust Property Use Lease(s)

The President transferred the Chair to Vice President.

Two Board members and the Executive Director spoke on the agenda item.

#### **#1 Proposed Lease Agreement with Leisure World Trailer Club, Inc.**

The Golden Rain Foundation (GRF) Board of Directors (BOD) discussed the lease agreement between the Golden Rain Foundation (GRF) and the Leisure World Trailer Club. The BOD recommends acceptance of the agreement, as noted, to stipulate clear terms and conditions in the use of Trust Property.

Mr. Pratt MOVED, seconded by Ms. Snowden-

TO accept an annual lease agreement with Leisure World Trailer Club, a California Corporation for a five year term, commencing January 1, 2017 and expiring December 31, 2021, at an annual rent of \$18,885 per year for the first year, payable ten (10) days after the lease is executed and invoice sent; \$20, 774 for year two (2); \$22,851 for year three (3); \$25,136 for year four (4); and \$27,650 for year five (5) with each annual payment due and payable within ten (10) days of invoice. Payment is due per the terms of the agreement (Exhibit A in agenda packet).

Mr. Hood MOVED, seconded by Mr. McGuigan-

To call the question.

The motion to call the question failed to garner two thirds vote of the Directors; eleven yes votes (Fekjar, Tran, Lukoff, Greer, Doderro, Hood, McGuigan, Rapp, Hopewell, Pratt, R. , Perrotti), five no votes (Moore, Reed, Damoci, L. Stone, Snowden) and one recusal (R. Stone).

Thirteen Board Members spoke on the motion.

The motion failed to carry with fourteen no votes (Perrotti, Pratt, Snowden, Hopewell, Rapp, McGuigan, Hood, Damoci, Reed, Doderro, Greer, Lukoff, Tran, Fekjar), one yes vote (Moore), one recusal (R. Stone) and one abstention (Winkler).

Director Damoci made the following remarks, which Director Snowden requested be included, in their entirety, in the meeting minutes:

First, let me be clear, the GRF Board's goal from the very beginning was to negotiate a new lease with the RV Club that would work for both sides. The lease expired on Dec. 31th, 2016. The Board voted in November of last year to negotiate. But it seems we have been negotiating with ourselves.

As we reviewed the old agreement, we realized that many GRF policies had been updated in the last five years and, to meet our fiduciary duty, those needed to be included in any new document.

The Board also felt the old agreement was financially, by comparison to rates charged for car ports, very one-sided, in favor of the Club. Those concerns needed to be addressed as well.

Our initial offer to the RV Corp. had 26 changes that were made by us from the lease that had expired on Dec. 31, 2016. When the lease was returned to us, 25 of our changes were removed, with only one remaining, along with a counter offer to the Board of \$1.00, per year, for 15 years. The one that remained was raising the required amount of insurance from \$1,000,000 to \$3,000,000.

After extensive discussion, we sent the lease out a second time, with the same 26 changes, saying we didn't feel that the RV Corp. was negotiating in good faith.

This time, the Club's corporate officers returned the lease with the same one point we could agree on, but the 23 changes gone from the lease. Two of the changes were left in, but changed and included a statement from the RV Club President that it was signed under duress.

The consensus of the Board members and our attorney was, after two attempts, the Club was still not negotiating in good faith.

Yesterday afternoon the President of the RV club delivered another lease to our Executive Director. Again, all the Limits on Use were removed. They were very important to the GRF Board. You need only to look at the Lease in today's agenda and the one they gave us to see the changes made. Some of the things they removed were:

- All vehicles must be owned by a Member, in good standing, per the terms and conditions of the Trust Agreement, GRF Bylaws, Policies and Occupancy Agreement and may not be delinquent on any assessments or fines verified by the Stock Transfer office. Member must be the principle active user of the vehicle. That was removed.

- Security will provide decals (clearly posted on both ends of all vehicles). All RV owners must show proof of a valid driver's license, liability insurance and vehicle registration (in GRF Member's name) to park in the lot. That was removed.

- Unit owners are required to keep the area around their units clean and free of clutter at all times. That was removed.

- No hazardous materials are to be disposed of in the RV Storage Lot. That was removed.

- Unit owners are not permitted to conduct any commercial enterprise on the property. That was removed.

- Quarterly list of vehicles using the lot, vehicles on waiting list and changes to these lists (new vehicles admitted and those who have left the lot permanently) are to be given to the Recreation Department. That was removed.

- Maximum of two spaces can be assigned to any LWSB address. That was removed.

- All lot rules must not contradict this Lease and must be on file in the Recreation Department. That was removed.



-RVs and all stored units must be driven or towed out of the storage lot at least once a year. CLUB must furnish list of when each unit is moved. That was removed.

-No living or cooking in units at any time. That was removed.

-Only members of GRF can be club members per Recreation policy. That was removed.

-Only authorized units can be in the lot. No unlisted units can use tools, oil changing or dump station. That was removed.

-Vehicles will be kept in good running order with no flat tires. 30 days to repair, fix or remove vehicle from lot. That was removed.

-No unit is to be used for storage. That was removed.

-Change of ownership on any unit does not guarantee a space in the Lot. New owner must move to the end of the waiting list. That was removed.

-They also removed the requirement for Worker's Compensation Insurance for their employee and the right for the Security Department to enter at all times.

At last month's meeting, the President of the RV Corp. assured us that they were not going to file suit against the GRF. Since that time every email from him has had veiled, and in some cases, not so veiled threats of such a law suit.

The letter sent to us on 4/5/17 said we were taking the money because we said we were using the money to pay property taxes, that the GRF Board was taking the money under false pretenses and fraud. This Board has never said we were taking the money for taxes. Maybe they should take that up with the GRF Board that gave them the last lease? Maybe they could ask the two current members of their club who voted for that lease, when they were on the GRF Board.

If we want to talk about "under false pretenses and fraud" maybe we should talk about leasing spaces and taking money from new club members when you had no legal right to do so.

The common property of the GRF Foundation should benefit all members. Not less than 4%. The rest of us can only gain from the 4.67 acres through any financial payments we receive to reduce the burden on the rest of the population.

I'm a numbers person. So let's look at some numbers:

\$18,885 a year divided by the 282 spaces that are rented now is a little under \$67 a year, per space. Not a month, but a year. If you were to rent a carport space in LW you would pay between \$240 & \$300 a year. We were only asking for a little under \$67 per space per year.

If you were to rent a RV vehicle space outside of LW you would pay between \$2,400 & \$3,600 or more a year. Again, we were only asking for a little under \$67 per space per year.

In some Mutuals, you pay \$3 per sq. ft. a year for a 10X20 foot patio. That's \$600 a year. To repeat, for the same size space, we were only asking for a little under \$67 per year, per space.

250 members rent spaces in the lot now, 31 of them have two spaces each. One address in LW has three and one has four spaces.

There are 6,608 units in LW. The 250 club renters comprise less than 4% of the members.

I hear all the time that "the pool, exercise room and golf course are not used by me and yet I pay for them." I could say the same thing but the pool was used by 49,901 members last year, the exercise room 87,365 and the golf course had 48,405.

Again the RV lot is used by only 250 members. Less than 4% of the members in LW.

I also hear about the Friends of the Library and their \$1 a year lease. Let's compare the two.

Over the last 5 years they have given over \$106,000 to offset the Library's cost.

The RV Corp. over the same 5 years gave a little under \$75,000.

The Friends have a little over 400 sq. ft.

The RV lot has 4.67 acres.

Let's look at the clubs with \$1 a year leases.

The Radio Club has 164 sq. ft., LW Meals 214, LWHS 434, Genealogy 546, Theater club 910, and Video Producers Club 1,143 sq. ft.

The Golden Age Foundation had exclusive use of 790 sq. ft. What have they contributed to the community over the last five years, you might ask?

- A \$130,000 access bus
- \$125,000 in gym equipment
- \$30,000 site impaired, traffic light
- Ice makers in all the clubhouses
- Helped prepare the taxes for over 3,500 members
- Loans out about 500 wheelchairs and walkers a year
- Contributed about \$80,000 toward the flu clinics
- Donated \$7,000 to Hi-Cap (council on aging) and emergency meals
- Served coffee and snacks to over 40,000 shareholders a year in the hospitably area for a yearly cost of over \$10,000. All with no charge to the shareholders.

I don't think it's fair to all the members who do not have use of that 4.67 acres. They deserve something in the form of a fair rent from the Corporation for their land. I also feel the limits on use are important and must be included.

The Vice President transferred the Chair to the President.

Vice President called for a 10 minute break at 11:41 a.m.

The meet resumed at 11:57 a.m.

## **#2 Proposed Lease Agreement with GRF Member Lessees**

Golden Rain Foundation (GRF) is the owner (In Trust) of the premises which consists generally of a 5.5.1-acre parcel of real property located at 13599 El Dorado Drive, Seal Beach, California, 90740; Tract No. 4401, MM/154/9-17, as recorded with the County of Orange, State of California (5.5 acres).

The primary use of the property identified has been for the storage of vehicles used for recreation, under Article VII, Section A, of the Trust, which states:

*"...TRUSTEE shall have, in addition to all powers, rights and privileged provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey exchange, lease for terms, either within or beyond the end of the trust, for any purpose...the Trust Estate or any part thereof in such a manner and such terms and conditions as the TRUSTEE deems advisable. In all such cases TRUSTEE shall have the sole discretion respecting such transactions..."*

Per Article VII, Section A of the Trust, the GRF Board of Directors has the sole authority, over the use of Trust Property. Further, the GRF BOD must act in a manner which represents the mutual benefit of all members of GRF. As such, the BOD, in its authority, has deemed the best mutual use of the area identified as the 5.5 acres shall be for the general use of all GRF members, based upon available space, per the terms and conditions in the use of Trust Property, per the terms and conditions of the Lease Agreement attached (Exhibit A).

As the proposed lease agreement is considered an operational under Civ. Code §4340 and as provided for in Civil Code §4355(a), action by the BOD has been requested to adopt the proposed lease agreement and provide due notice per Civ. Code §4360(a).

The Board of Directors will make a final vote on this proposed operating rule change on May 30, 2017, after consideration of comments made by members. This process is recommended in accordance with the Davis-Stirling Act, Civil Code §4360.

Mrs. Perrotti MOVED, seconded by Mr. Moore –

**TO** approve the proposed lease agreement between the GRF and individual members of the GRF for the use of the property commonly identified as the 5.5 acres, and post the lease per provisions of Civil Code §4360(a).

Mrs. Damoci MOVED, seconded by Ms. Rapp -

TO amend the motion: remove section XI., Default, from the proposed lease agreement.

Ten Directors spoke on the motion.

The amended motion was carried with fourteen yes votes (Perrotti, Pratt, Snowden, Hopewell, Rapp, McGuigan, Hood, L. Stone, Reed, Doderio, Greer, Lukoff, Fekjar, Moore) two abstentions (Tran, Winkler) and one recusal (R. Stone).

### **#3 Proposed Lease Agreement with Club, Inc., Limited Space Use**

Golden Rain Foundation (GRF) is the owner (In Trust) of the premises which consists generally of a 5.5.1-acre parcel of real property located at 13599 El Dorado Drive, Seal Beach, California, 90740; Tract No. 4401, MM/154/9-17 as recorded with the County of Orange, State of California (5.5 acres).

The primary use of the property identified has been for the storage of vehicles used for recreation, under Article VII, Section A, of the Trust, which states:

*"...TRUSTEE shall have, in addition to all powers, rights and privileged provided by law for trustees, and all powers necessary to carry out the duties herein imposed on TRUSTEE, the further powers to grant, bargain, sell for cash or credit, convey exchange, lease for terms, either within or beyond the end of the trust, for any purpose...the Trust Estate or any part thereof in such a manner and such terms and conditions as the TRUSTEE deems advisable. In all such cases TRUSTEE shall have the sole discretion respecting such transactions..."*

Per Article VII, Section A of the Trust, the GRF Board of Directors (BOD) has the sole authority, over the use Trust Property. Further the GRF BOD must act in a manner which represents the mutual benefit of all members of GRF. As such the BOD in its authority has deemed the best mutual use of the area identified as the 5.5 acres.

In as much as the 5.5 acres is used for the storage of vehicles used for recreation, the GRF BOD wishes to enter into a lease agreement between the Golden Rain Foundation and the Leisure World Trailer Club (CLUB) for use of space within the 5.5 acres of Trust property for the sole purpose of the Club's activities under terms and conditions of a lease agreement.

Terms of the proposed lease agreement between GRF and the Club shall include, but not be limited to: Trust Property allocated for use, tentatively, as identified in the agenda packet,; Annual Fee - \$1.00; general terms and use restrictions, to be determined.

The Board of Directors will make a final vote on this proposed operating rule change on May 30, 2017, after consideration of comments made by members. This process is recommended in accordance with the Davis-Stirling Act, Civil Code §4360.

Mr. McGuigan MOVED, seconded by Ms. Snowden –

**TO** conceptually approve a lease agreement between the Golden Rain Foundation and the RV Trailer Club, for the limited use of Trust Property to be identified within a section of the 5.5 acres of Trust Property, per terms and conditions to be determined in the amount of \$1.00 per year.

Nine Directors spoke on the motion.

The motion was carried with one abstention (Winkler) and one recusal (R. Stone).

### **Architectural Design and Review Committee**

#### Engineering Services, Globe Lighting, Globe Reserve Fund Allocation

At its regularly scheduled meeting on April 11, 2017, the Committee discussed budget information for the installation of lighting for the Globe. Staff provided a cost estimate from the lighting architect, Fox and Fox Design as follows: Lighting design/plan - \$2,000. The Committee unanimously concurred to request the Finance Committee review and approve the excess funds of \$2,000, from the refurbishment of the Globe, to be used for this Lighting project.

At the regularly scheduled meeting on April 18, 2017, the Finance Committee reviewed available funding for this project and unanimously resolved to approve this allocation from the Globe Reserve Fund.

Ms. Hopewell MOVED, seconded by Mr. McGuigan-

**TO** approve the allocation from the Globe Reserve Fund, in the amount of \$2,000, to design lighting for the Globe.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members present.

### **Executive Committee**

#### Approve Non-budgeted Funding for Parking Enforcement Hire

At the April 5, 2017 meeting of the Security Bus and Traffic Committee (SBTC), the Committee reviewed the limited actions taken by the Security Department in the enforcement of Policy 1927-37. It was noted that when the 2017 Budget was established, Policy 1927- 37, Traffic Rules and



Regulations was still in the review stages; as such, no funding allocations were made within the approved budget for the staffing required to fulfil enforcement of Policy 1927-37.

At the April 14, 2017 meeting of the Executive Committee (EC), the Committee reviewed the request of the SBTC for the clear and present need for non-budgeted additional staffing hours, within CC37, to perform required enforcement of Policy 1927-37. In support of this requested action, the SBTC, as well as the EC, noted that Mutuals are beginning to adopt similar policies, with a general expectation of GRF providing the required enforcement actions.

As GRF Board members, it is part of our duty to ensure that all Policies are followed by our fellow Shareholder/Members and the Board itself and enforcement applied to Trust property as well as Mutual property.

The EC deliberated on the SBTC request for an additional 80 hours per week and the retention of full time staff deactivated to parking policy enforcement. The Committee moved and approved to recommend to the Board approval of non-budgeted labor hours, within CC37, as follows:

- 2017 Budget - 35 weeks or a total of 2,800 hours
  - Estimated expense including labor burden
    - 2 dedicated, FTE's - \$63,000
- 2018 Budget - Annual addition of 4,160 hours
  - Estimated expense including labor burden
    - 2 dedicated, FTE's - \$93,600

Mr. Moore MOVED, seconded by Ms. Fekjar –

TO approve the addition of 2 Full Time staff members, within Cost Center 37, for the sole purpose of enforcement of Policy 1927-37 and similar Mutual parking policies.

Nine Directors spoke on the motion.

Ms. Winkler MOVED, seconded by Mr. Lukoff-

TO amend the motion by deleting "2 full time" and substituting "80 additional staff hours".

Ten Directors, the Executive Director, the Interim Security Chief and the Deputy Security Chief spoke on the motion.

The amended motion was carried with thirteen yes votes (Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Doderio, Winkler, Greer, Lukoff, Tran, Fekjar, Moore) and four no votes (Hood, Hopewell, Rapp, McGuigan).

Rescind Policies under the Purview of the Executive Committee

At its meeting on April 14, 2017, the Executive Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors rescind the policies.

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

**TO** rescind Policies 2002-30, Administrative Organizations; 2135-30, Secretarial Services – Minutes; 5103-30, Committee Meetings – Board Members' Attendance; 5441-30 Emergency Plan –Staff, 5509-30, Renewal of Service and Maintenance Contracts; 5602-30, Voice Roll Call Vote, policies that are obsolete, redundant or a matter of law.

**Finance Committee**

Accept March 2017 Financials for Audit

At the regular meeting of the Finance Committee on April 18, 2017, the Committee duly moved to recommend to the Golden Rain Foundation Board of Directors acceptance of the March 2017 Financial Statements for audit.

Mr. Hood MOVED, seconded by Ms. Stone and carried unanimously by the Board members –

**TO** accept the March 2017 Financial Statements for audit.

Approve Closure of BYN Mellon Accounts

At the regularly scheduled meeting of the Finance Committee on April 18, 2017, the members discussed the investment portfolio held at BNY Mellon. As of March 1, 2017, there are no municipal bonds contained in the portfolio. Remaining in the portfolio are two GNMA bonds maturing in six and ten years and a Money Market account. The annual income generated from the remaining investment portfolio is less than the annual amortization on the remaining GNMA bonds and service charge to maintain the portfolio. The Committee passed a motion to recommend to the Board the closure of the BNY Mellon investment account and to transfer the funds to US Bank where the funds are fully insured.

Ms. Snowden MOVED, seconded by Ms. Winkler and carried unanimously by the Board members-



**TO** authorize the Finance Department to instruct BNY Mellon to close the GRF investment account by selling the two GNMA bonds and transferring the proceeds, plus the balance of the money market account, to US Bank.

Approve CDAR Purchase

At the regularly scheduled meeting of the Finance Committee on April 18, 2017, the members discussed the liquid funds held in various financial institutions and noted the balances in some of the financial institutions exceed the FDIC insurance limits and therefore are not in compliance with Policy 5520-31 – Reserves.

Based on the amount of liquid reserve funds versus total reserve commitments, the Committee passed a motion to recommend to the Board to invest \$490,000 from the First Foundation Bank Money Market Reserve account, along with \$510,000 from the US Bank Money Market Reserve account, in two 52-week \$500,000 CDARs, which will be fully insured by the FDIC. Remaining liquid reserve funds will be sufficient to fulfill current and future commitments.

Ms. Stone MOVED, seconded by Ms. Rapp -

**TO** use \$490,000 from First Foundation Bank Money Market Reserves and \$510,000 from US Bank Money Market Reserves to purchase two \$500,000 52-week CDARs @ .45% to continue the investment ladder.

Six Directors, the Executive Director, and the Director of Finance spoke on the motion.

Mr. Lukoff MOVED, seconded by Ms. Rapp –

**TO** call the question.

The motion to call the question was carried with one no vote (Pratt).

The main motion was carried with one no vote (Pratt).

Approve Revised SRO Rate

In order to appropriately recover expenses relating to services provided by the Service Maintenance department to the Mutual Corporations and to shareholders throughout the community, it has become necessary to increase the labor rate charged for these services.

At the regularly scheduled meeting of the Finance Committee on April 18, 2017, the members moved to recommend the GRF BOD approve the proposed billing labor rate increases:

<b>Labor-Straight</b>	<b>Labor-OT</b>	<b>Labor Total</b>	
1,468,970	73,287	1,542,256	SRO Recovery @ \$42/hr. (New Rate)
1,406,014	69,797	1,475,811	SRO Recovery @ \$40/hr. (Current Rate)
<b>62,956</b>	<b>3,490</b>	<b>66,445</b>	Additional Labor Recovery

Mr. Lukoff MOVED, seconded by Mr. Hood and carried unanimously by the Board members –

**TO** approve an increase to the labor recovery billing rate from \$40 per hour (\$0.67 per minute) to \$42 per hour (\$0.70 per minute) for straight time and from \$60.00 per hour (\$1.00 per minute) to \$63 per hour (\$1.05 per minute) for overtime, effective May 1, 2017.

#### Amend Policies, Finance Committee

At its meeting on April 18, 2017, the Finance Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policies.

Mrs. Tran MOVED, seconded by Ms. Rapp and carried unanimously by the Board members -

**TO** amend Policies 2230-31, Authorized Signatories; 3321.01-31, Basic Purchasing Procedure and Responsibility, 3323-31, Disposition of Surplus Equipment; 5523-31, Accounts Receivable Collections; 5516-31, Committee Non-budgeted Expenses; 5520-31, Reserves; and 5330-31, Capital Project Initiation.

#### **ITS Committee**

##### Axxieron Software Project, Supplemental Capital Funds

In July 2015, the Golden Rain Foundation (GRF) Board of Directors (BOD) approved the purchase of the Axxieron software to replace the work order module in Adapt and the inventory and purchase order modules in Great Plains. The Axxieron software came with baseline functionality and required modifications to meet the specific needs of GRF. The initial purchase included 68 hours of training and implementation.

Axxerion provides GRF with a cost estimate prior to beginning the work so that the budget can be closely monitored. Upon approval of the cost, Axxerion provides the software developments and bills in accordance with the agreed upon cost. The methodology taken for the Axxerion software development began with the piecemeal approach where the end user on the GRF side has been working directly with the software vendor's programmer. The selection of this approach was determined during the restructuring of the IT department where the responsibilities of this conversion project was transferred to the Finance department. Long after the project commenced, the IT Systems Analyst became involved. There have been no third-party consultants involved.

Although the piecemeal methodology is generally the lower cost approach, it has its challenges. The Axxerion software conversion project is approximately 75% complete.

Staff has found it is both cost and time efficient for the IT Systems Analyst to work as a liaison between GRF and Axxerion. The IT Systems Analyst is able to write comprehensive requirements documents by meeting regularly with the Director of Finance and Purchasing Manager to discussing each module's requirements. Other requests which cannot be developed in-house are submitted in requisition documents to Axxerion's team.

In order to complete this software conversion project, it is necessary to request additional approved funding. Much of the implementation can be performed in-house to avoid the \$150/hour fee Axxerion charges. The additional funding will be used for in-house training and for those requests that cannot be completed in-house.

At its regular meeting held on April 18, 2017, the Finance Committee passed a motion to approve an additional \$50,000 of capital funds to be used to complete the software conversion of work orders, purchase orders and inventory management from the Adapt and Great Plains applications to Axxerion and to recommend final approval from the GRF Board.

Ms. Snowden MOVED, seconded by Ms. Rapp -

**TO** approve an additional \$50,000 of capital funds to be used to complete the software conversion of work orders, purchase orders and inventory management from the Adapt and Great Plains systems to Axxerion.

The motion was carried with one no vote (R. Stone) and one abstention (Pratt).

### **Mutual Administration Committee**

#### Amend Policy 1201-33, Photo ID Cards

At its meeting on April 11, 2017, the Mutual Administration Committee reviewed 1201-33, Photo ID Cards. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy, as indicated in the draft policy (attached in the agenda packet).

Ms. Rapp MOVED, seconded by Mrs. Dodero and carried unanimously by the Board members –

**TO** amend Policy 1201-33, Photo ID Cards, to reflect the changes consensually agreed on by Mutual Administration Committee members.

### **Physical Property Committee**

#### Approve Replacement of Golden Rain Traffic Light Pole, Reserves

At its regularly scheduled meeting on April 10, 2017, the Physical Property Committee (PPC) reviewed a request to replace the rusted south-west corner of the traffic light standard at the intersection of Golden Rain and St. Andrews. The Committee reviewed the cost and discussed the condition of the other poles and concurred to inquire if three additional poles are available to be replaced at the same time. The PPC resolved to request the Finance Committee to review the request for funding to replace the traffic light pole (presented in agenda packet), in the amount not to exceed \$8,795, and purchase an additional three poles, if available, in the total amount not to exceed \$36,000 for all four poles.

At the regularly scheduled meeting on April 18, 2017, the Finance Committee reviewed available funding for this project and unanimously resolved to approve this non-budget expense, from Reserve Funds, in an amount not to exceed \$36,000.

Mr. Stone MOVED, seconded by Mrs. Dodero -

**TO** award a contract to Siemens Industry INC. to replace the traffic light pole (presented in agenda packet), in the amount not to exceed \$8,795, and purchase an additional three poles, if available, in a total amount not to exceed \$36,000 for all four poles, from Reserve Funding and authorize the President to sign the contract.

Four Directors, the Executive Director and the Facilities Director spoke on the motion.

The motion was carried with one no vote (Snowden).

#### Approve Pest Control Contract

Fenn Termite and Pest Control has submitted a proposal for a new three-year contract. The new contract includes monthly pest control service to all Trust buildings, a yearly termite report, and



localized treatment for termite control for a three-year contract's cost of \$36,725 (see Exhibit A in agenda packet). In comparison to previous bidders, Fenn continues to be an extreme value with its closest competitor being almost 42% higher in cost.

Mr. Lukoff MOVED, seconded by Ms. Rapp -

**TO** award a three (3) year contract to Fenn Termite and Pest Control to provide monthly pest control service, a yearly termite report, and localized treatment for termite control to all Trust buildings, for a three-year term, in the amount not to exceed \$36,725, funding from the Operations budget, and authorize the President to sign the contract.

Two Directors spoke on the motion.

The motion was carried unanimously by the Board members.

### **Recreation Committee**

#### Approve Replacement of Pool Area Furniture, Reserves

As part of the annual swimming pool maintenance program, damaged deck furniture is sent out for repairs and refinishing. Due to the age of the furniture and the constant repair and refinishing over the years, Seabreeze Patio Furniture Inc., our repair company, has informed us that the furniture can no longer be repaired or refinished. Seabreeze offered to replace all deck furniture with good, used, reconditioned deck furniture at a cost of \$7,747.00.

At its April 13, 2017 meeting, the Recreation Committee approved to purchase all reconditioned deck furniture from Seabreeze patio Furniture Inc., in an amount not to exceed \$8,000.00, and requested the Finance Committee review the Budget for funds from the replacement reserves to make this purchase. At its April 18, 2017 meeting, the Finance Committee approved funding from the replacement reserves, in an amount not to exceed \$8,000, for the purpose stated above.

Ms. Fekjar MOVED, seconded by Ms. Rapp and carried unanimously by the Board members -

**TO** approve the purchase of used, reconditioned deck furniture from Seabreeze Patio Inc., in an amount not to exceed \$8,000, from the replacement reserve portion of the budget, and to authorize the Recreation Manager to make the purchase.

**TENTATIVE VOTE: Amend 1927-37, Traffic Rules and Regulations**

At its meeting on April 5, 2017, the Security, Bus & Traffic (SBT) Committee reviewed Policy 1927-37, Traffic Rules and Regulations. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy to provide updated information in order to foster clarity and compliance. The Board of Directors will make a final vote on this proposed operating rule change on June 27, 2017, after consideration of comments made by members. This process is recommended in accordance of the Davis-Stirling Act, Civil Code **§4360**.

Mrs. Perrotti MOVED, seconded by Mr. McGuigan -

**TO** amend Policy 1927-37, Traffic Rules and Regulation, to provide  
updated information for clarity and compliance.

One Director spoke on the motion.

The motion was carried unanimously by the Board members.

**CONTROLLER'S REPORT**

The Controller's report is included at the end of the minutes as an attachment.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director spoke on various topics.

**BOARD MEMBER COMMENTS**

Fifteen Board members spoke on the proceedings of today's meeting.

**ADJOURNMENT**

The meeting was adjourned was at 1:54 p.m.

---

Joy Reed, Corporate Secretary  
GRF Board of Directors  
/dfb 04.25.17



---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** ARCHITECTURAL DESIGN AND REVIEW COMMITTEE  
**SUBJECT:** AMEND 5160-ADR  
**DATE:** APRIL 14, 2017  
**CC:** FILE

---

At its meeting on April 11, 2017, the Architectural Design and Review Committee reviewed Policy 5160-ADR and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) accept the proposed amendments to Policy 5160-ADR.

I move to amend Policy 5160-ADR to update the scope of the Committee's responsibilities.



**AMEND****GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS CHARTER****Architectural Design and Review Committee**

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Architectural Design and Review (ADR) Committee and grants to the Committee authority specifically stated within the GRF governing documents, policies as specifically granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

1. **PURPOSE:**

Create and ensure compliance with aesthetic standards established by the BOD. The ADR Committee is focused on internal and external physical appearance of all Trust Property.

2. **DUTIES:**

- a. Elect a Vice-Chair at the first meeting;
- b. Meet monthly or whenever such meetings are deemed necessary unless cancelled by the Chair; and to review status of current projects referred to the committee;
- c. Shall publish an agenda 72 hours in advance of Committee meeting;
- d. Review monthly budget comparison for cost center ADR;
- e. Initial approval and recommendation to the Finance Committee of the annual budget for cost center ADR including Capital requests and upcoming Reserve replacements;
- f. Review policies for cost center ADR annually and send changes to the GRF BOD **no later than May** for approval;
- g. Develop and submit for BOD approval an ADR Procedures Manual (PM);
- h. **Oversee the contract and services provided for general landscape of Trust property.**
- i. **Assist the BOD in understanding the compliance with any contracts relating to the ADR.**

**AMEND****GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS CHARTER****Architectural Design and Review Committee**

- g-j. Develop and maintain architectural, design and landscape guidelines, criteria and policies, including, but not limited to:
  - i. External and Internal appearance of Trust properties;
  - ii. Color, design, finishes, materials;
  - iii. All Landscape (hard and soft) and related materials of all Trust properties, excluding the golf course;
  - iii-iv. Hardscape materials for projects on Trust properties, when it is incorporated within the landscape master plan;
  - iv-v. Maintain an Approved tree and plant list (perennials and annuals);
  - v-vi. Landscape design;
  - vi-vii. Flora selection;
  - vii-viii. Water feature design; and
  - viii-ix. Furniture selections.

**h-k. Signage**

- i. Color, design, font, materials and general layout of all signage; and
- ii. Does not include traffic signage and/or street surface markings.

**i-l. Image**

- i. Develop and maintain the corporate image of the foundation; and
- ii. Develop and maintain design standard guidelines.

j-m. Furnish a report at the GRF BOD annual meeting.

**3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

**AMEND****GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS CHARTER****Architectural Design and Review Committee**

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy**

Adopted: 23 Sept 2014

Amended: 24 Mar 2015

Amended:

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



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

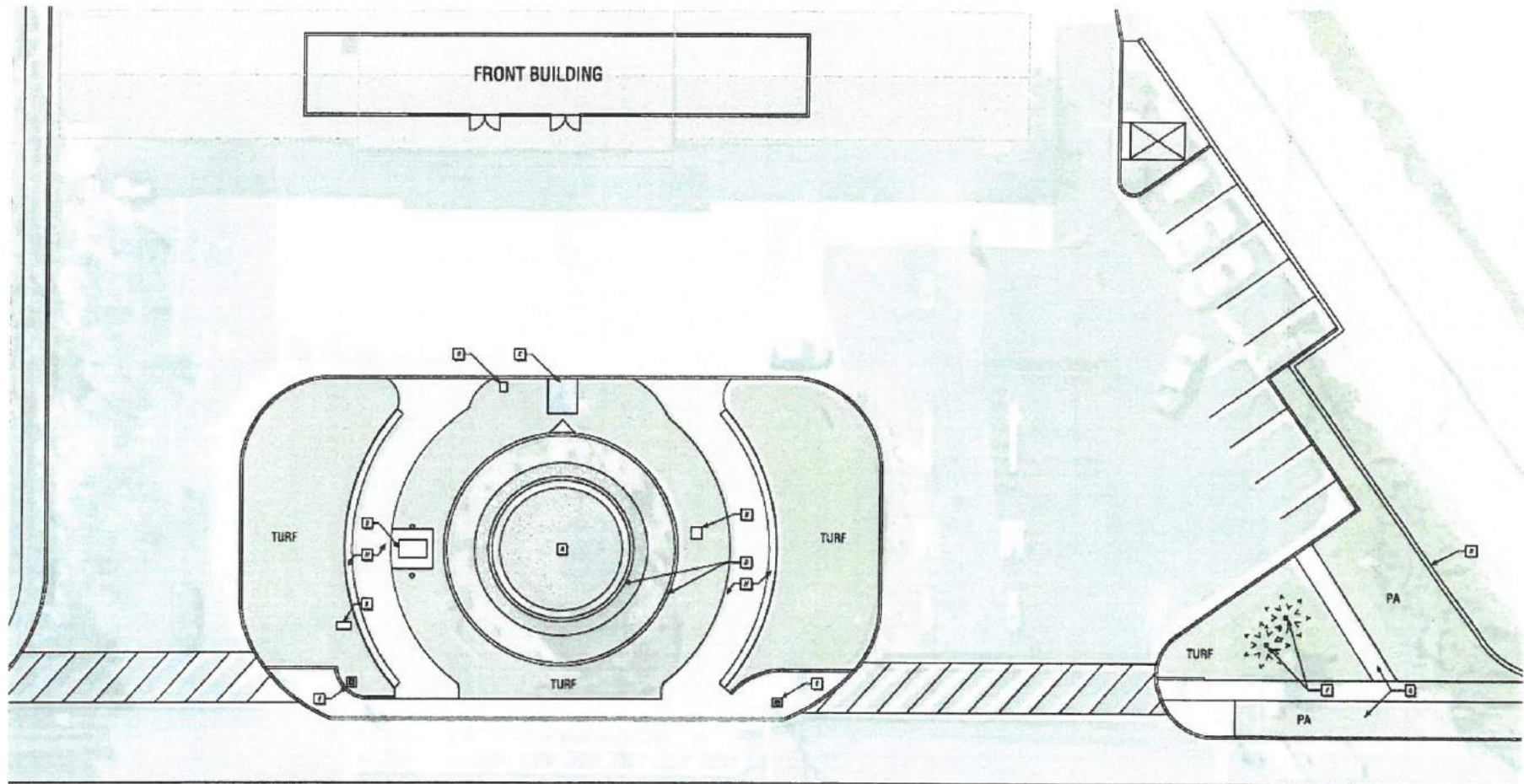
**TO:** GOLDEN RAIN BOARD OF DIRECTORS  
**FROM:** ARCHITECTURAL DESIGN REVIEW COMMITTEE (MW)  
**SUBJECT:** CONCEPTUAL DESIGN OF THE MAIN GATE ENTRANCE AREA  
**DATE:** MAY 9, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 9, 2017 the Architectural Design and Review Committee reviewed and discussed the design and revised plant list for the Main Gate entrance area. The Committee unanimously agreed to approve the concept design provided by Mission Landscape, along with the revised plant list and forward to the GRF Board for the conceptual approval design (attached).

I move to approve the conceptual design of the Main Gate entrance area, as provide by Mission Landscape.

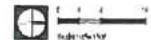




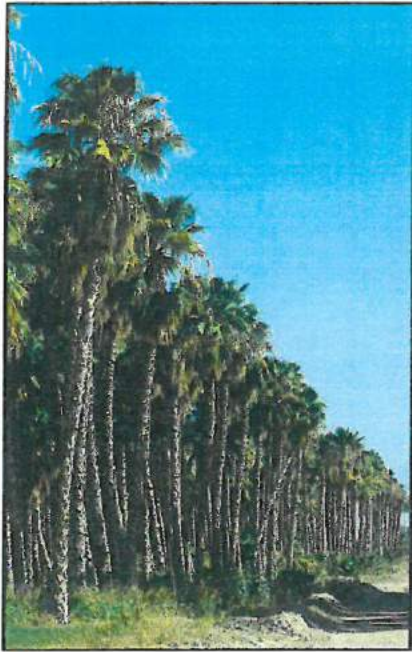
#### LEGEND

NO.	DESCRIPTION
1	EXISTING ASPHALT DRIVE
2	EXISTING ASPHALT DRIVE
3	EXISTING ASPHALT DRIVE
4	EXISTING ASPHALT DRIVE
5	EXISTING ASPHALT DRIVE
6	EXISTING ASPHALT DRIVE
7	EXISTING ASPHALT DRIVE
8	EXISTING ASPHALT DRIVE
9	EXISTING ASPHALT DRIVE
10	EXISTING ASPHALT DRIVE

1	EXISTING ASPHALT DRIVE
2	EXISTING ASPHALT DRIVE
3	EXISTING ASPHALT DRIVE
4	EXISTING ASPHALT DRIVE
5	EXISTING ASPHALT DRIVE
6	EXISTING ASPHALT DRIVE
7	EXISTING ASPHALT DRIVE
8	EXISTING ASPHALT DRIVE
9	EXISTING ASPHALT DRIVE
10	EXISTING ASPHALT DRIVE



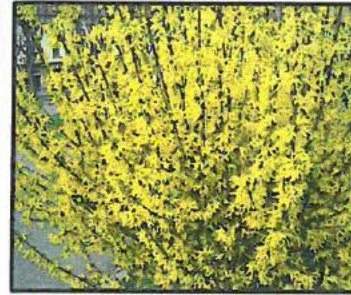




**K** WASHINGTONIA ROBUSTA  
HYBRID



**L** PARKINSONIA ACULEATA  
MEXICAN PALO VERDE



**M** FORSYTHIA



**N** BACOPA MONNIERI



**O** SPOROBOLUS  
(Prairie Drop Seed Grass)



**P** SUNBURST RUBY  
(Penstemon Mexicali)



**Q** NEW ZEALAND FLAX  
(Bronze)



**R** LANTANA CAMARA  
CONFETTI



**S** HAMELN DWARF  
FOUNTAIN GRASS



**U** GREVILLEA LANIGERA

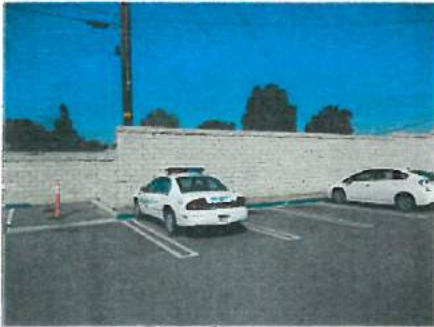


**V** LIGHT PINK CALLIANDRA



**W** NEW ZEALAND FLAX (Amazing Red)









EXISTING CONDITIONS





---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** RESCIND POLICY 5611-30, CALLING A SPECIAL MEETING  
**DATE:** MAY 12, 2017  
**CC:** FILE

---

At its meeting on May 12, 2017, the Executive Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind Policy 5611-30, Calling a Special Meeting.

I move to rescind Policy 5611-30, Calling a Special Meeting, which is addressed in the Davis-Stirling Act and is, therefore, redundant.

**GOLDEN RAIN OPERATIONS****BOARD MEETINGS****Calling a Special Meeting**

By-Laws of the Golden Rain Foundation, Article V. Board of Directors, Section 3 state the following:

"Special meetings of the Board may be called at any time by the President, or if he (he/she) is absent or unable or refuses to act, by any Vice President, or the Secretary or by any two (2) Directors, or by one Director if only one is in office."

Calling the Meeting. ([Corp. Code §7211\(a\)1.](#)) Davis-Stirling Act. "Unless otherwise provided in the articles or in the bylaws, board meetings may be called by the chairman or president or any vice president or the secretary or any two directors."

**Policy**  
Adopted: 26 May 15

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

(May 15)

Page 1 of 1





---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** EXECUTIVE COMMITTEE  
**SUBJECT:** AMEND POLICIES 5110-30, EXECUTIVE COMMITTEE CHARTER; 5231-30, DONATIONS AND 5508-30, RENEWAL OF SERVICE AND MAINTENANCE CONTRACTS  
**DATE:** MAY 12, 2017  
**CC:** FILE

---

At its meeting on May 12, 2017, the Executive Committee reviewed policies and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors accept the amendments to the policies listed.

I move to amend Policy 5110-30, Executive Committee to update the scope of the Committee's responsibilities, Policies 5231-30, Donations; and 5508-30, Renewal of Service and Maintenance Contracts to update work flow processes and title changes.

## GOLDEN RAIN OPERATIONS

## COMMITTEE FUNCTIONS CHARTER

## AMEND

Executive Committee

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Executive Committee (EC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

1. COMPOSITION:

The Executive Committee shall consist of the four (4) elected officers of the GRF BOD and the Chairpersons of the Mutual Administration, Physical Property and Recreation Committees. The Vice President shall be Chairperson and preside at all meetings. In the Vice President's absence, the Secretary or Treasurer, in that order, shall preside. (See **Policy 5020-30.**)

2. PURPOSE:

Oversee the Administration and Human Resources Departments.

3. DUTIES:

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Meet with the Executive and HR Directors at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- c. Review monthly budget comparison for cost centers 20, 22, 29, 30 and 55;
- d. Review and approve assignment of department heads;
- e. Review and approve job descriptions;
- f. Review and recommend operating schedules, job standards, **uniforms** and wage rates to the BOD;
- g. Review and approve the election materials and oversee the election process;
- h. Oversee Director training;
- i. During its meeting in February, the EC will recommend that the Board appoint the election services company as its Inspector(s) of Election;
- j. Conduct a Salary Survey at least every ~~two (2)~~ **three (3)** years;
- k. Hold Executive Sessions concerning personnel or personnel disciplinary actions;
- l. Initial approval and recommendation to the Finance Committee for cost centers 20, 22, 29, 30 and 55, including Capital requests and upcoming Reserve replacements;

(June 2016)



## GOLDEN RAIN OPERATIONS

COMMITTEE FUNCTIONS ~~CHARTER~~**AMEND**Executive Committee

- m. Coordinate bids for all personnel related Insurance, benefits and relevant contracts.
- n. Review all contracts under this Committee at least quarterly;
- o. Review policies for cost centers 20, 22, 29, 30 and 55 yearly beginning no later than January and send recommended changes to the BOD no later than May for approval; and
- p. Furnish a report at the GRF Annual meeting.

4. LIMITATIONS:

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity except in personnel matters relating to manager positions per Policy 4156-30.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy**

Adopted: 24 Jul 67  
 Amended: 18 Jul 72  
 Amended: 20 May 75  
 Amended: 15 Jul 80  
 Amended: 14 Jul 81  
 Amended: 20 Aug 85  
 Amended: 19 Mar 96  
 Amended: 15 Jul 97  
 Amended: 26 May 15  
 Amended: 21 June 16

Amended:

**GOLDEN RAIN FOUNDATION**

Seal Beach, California

(June 2016)

**GOLDEN RAIN OPERATIONS****COMMUNITY PROBLEMS****Donations and Gifts****AMEND****Receiving Donations and Gifts**

1. All donations and gifts to the Golden Rain Foundation (GRF) with a value of \$5,000 or less, by individuals, clubs, groups or others, shall be presented to the appropriate committee for approval prior to acceptance.
2. All donations and gifts to the GRF Foundation with a value of more than \$5,000, by individuals, clubs, groups, or others, shall be presented to the Board of Directors (BOD) for approval prior to acceptance.
3. ~~The department manager is required to report to the appropriate committee on a monthly basis any such donations accepted.~~
4. ~~The committee chairperson will furnish a report to the BOD Board of Directors, listing the amount and source of any such donations accepted.~~
3. The Director of Finance Controller is required to report to the Finance Committee any cash donations.
4. On the monthly financial statement given to the BOD Board of Directors, the Director of Finance Controller is required to report any donations of items.
5. ~~On the monthly financial statement given to the BOD Board of Directors, the Director of Finance Controller is required to report any donations of items.~~
6. ~~The Director of Finance Controller is required to report to the Finance Committee any cash donations.~~

**Depreciation of Donated Items**

When items of equipment are donated, an entry will be made to set them up on the property ledger as non-trust assets. The cost will be the value of the equipment donated with an offsetting amount shown as income.

~~The use of such donations is governed by all the pertinent policies and regulations of the Foundation.~~

**Policy****GOLDEN RAIN FOUNDATION**

(May 98)

**GOLDEN RAIN OPERATIONS**

**COMMUNITY PROBLEMS**

**Donations and Gifts**

**AMEND**

**Receiving Donations and Gifts**

Adopted: 20 Mar 73

Amended: 15 Jun 76

Amended: 15 Mar 77

Amended: 11 Oct 83

Amended: 19 May 98

**Amended:**

**Seal Beach, California**

(May 98)

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Renewal of Service and Maintenance Contracts**

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

1. The Administrator **Executive Director** will give written notice 90 days before expiration of any service or maintenance contract whose annual cost exceeds \$10,000 to the following:
  - a. President of the Golden Rain Foundation (**GRF**).
  - b. Chairman of the appropriate ~~Golden Rain Foundation~~ Committee.
  - c. Department head concerned.
2. The recommendation for the type of action to be taken will be made by the appropriate Committee to the Board **of Directors (BOD)** after study and consideration of the department head recommendation.
- ~~3. If the Committee recommendation is to renew without change, or with minor changes, the recommendation will be presented to the Board of Directors of the Golden Rain Foundation for action.~~
- ~~4. If after consultation with the staff department the opinion of the Committee is that a re-bid is necessary, this recommendation will be sent to the Committee responsible for the bidding procedure.~~

**Policy**

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

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

(Dec 07)





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** APPROVE APRIL FINANCIAL STATEMENTS  
**DATE:** MAY 23, 2017  
**CC:** FILE

---

At the regular meeting of the Finance Committee on May 16, 2017, the Committee duly moved to recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) acceptance of the April 2017 Financial Statements for audit.

Our Director of Finance, Carolyn Miller will give a recap of the April 2017 Financial Statements. At the end of the report, a motion will be made to accept the April 2017 Financial Statements for audit.

I move that the Golden Rain Foundation Board of Directors accept the April 2017 Financial Statements for audit.



## Financial Recap – April 2017

As of the four-month period ended April 2017, the draft financial reports indicate that GRF is in a favorable financial position with a surplus of \$411,614.

Major variances are:

Salaries & Wages	123,981	Vacancies of key positions in Transportation, Phys Prop. & Service Maintenance.
Employment Taxes & Benefits	124,368	P/R Taxes \$38K; Workers' Comp \$46K; Group Ins \$39K;
Temporary Agency Fees	(22,181)	Temps used to fill key vacant positions
Supplies	29,716	Prudent spending
Professional Fees	29,276	Less expenditures than budget
Facilities Maintenance	23,975	Overall low YTD maintenance expenses
Certificate Preparation Income	22,450	Escrow and transfers exceeds planned
Rental Income	31,378	Excess labor recovery over budget

<b>Reserve Funds</b>	<b>Fund Balance</b>	<b>Allocated For 2017 Projects</b>	<b>Allocated For Future Projects</b>	<b>For details, see page</b>
Repairs & Replacements	\$9,102,259	\$1,999,608	\$7,102,651	9

<b>Capital Funds</b>	<b>Fund Balance</b>	<b>Allocated Funds</b>	<b>Unallocated Funds</b>	<b>For details, see page</b>
Capital Improvements	\$1,239,812	\$298,887	\$940,925	11

P.O. Box 2069  
Seal Beach CA 90740

Description		
	<b>Current Assets:</b>	
1122000	Cash & cash equivalents	405,718
	Non-Restricted Funds	67,793
	Receivables	479,830
	Prepaid expenses	275,969
	Inventory of maintenance supplies	<u>401,297</u>
	<b>Total Current Assets</b>	<b>1,630,606</b>
	<b>Designated deposits</b>	
1211000	Contingency Operating Fund	500,000
	Reserve Fund	9,102,259
1212500	Capital Improvement Fund-GRF	1,239,812
1213000	Liability Deductible & Hazard Fund	<u>204,003</u>
	<b>Total designated deposits</b>	<b>11,046,074</b>
	<b>Notes Receivable</b>	
1411000	Notes Receivable	<u>29,998</u>
	<b>Total Notes Receivable</b>	<b>29,998</b>
	<b>Fixed Assets</b>	
	Land, Building, Furniture & Equipment	33,651,928
	Less: Accumulated Dep'n	<u>(22,398,889)</u>
	<b>Net Fixed Assets</b>	<b>11,253,039</b>
	<b>Other Assets</b>	<u>                    </u>
	<b>Total Assets</b>	<b><u>23,959,717</u></b>

P.O. Box 2069  
Seal Beach CA 90740

Description		
<b>Liabilities &amp; Equity</b>		
<b>Current Liabilities:</b>		
	Accounts payable	390,328
	Project Commitments	775,594
	Accrued payroll & payroll taxes	459,763
	Accrued expenses	215,820
	Accrued property taxes	125,354
	<b>Total Current Liabilities</b>	<b>1,966,860</b>
	<b>Total Liabilities</b>	<b>1,966,860</b>
<b>Equity</b>		
<b>Mutuals' Beneficial Interest</b>		
3211000	Contingency Operating Reserve Equity	500,000
3212000	Reserve Equity	8,373,712
3394000	Capital Fund Equity	1,192,766
3310000	Beneficial Interest in Trust	7,729,430
	<b>Total Mutuals' Beneficial Interest</b>	<b>17,795,907</b>
<b>Membership interest</b>		
	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	4,867,355
	<b>Total Paid-in-Capital</b>	<b>6,477,155</b>
<b>Excess Income</b>		
	Current Year	27,239
	<b>Total Excess Income</b>	<b>27,239</b>
3920000	<b>Dep'n &amp; Amortization</b>	<b>(2,307,443)</b>
	<b>Net Stockholders' Equity</b>	<b>21,992,858</b>
	<b>Total Liabilities &amp; Stockholders' Equity</b>	<b>23,959,717</b>

**Golden Rain Foundation  
Cash Flow Activity - All Reserves  
For the Month of April 2017**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Liability Insurance Fund	Nonrestricted Funds	Total
<b>Balance 3/31/2017</b>	<b>500,000</b>	<b>8,971,852</b>	<b>1,171,953</b>	<b>204,003</b>	<b>71,262</b>	<b>10,919,070</b>
Funded: Assessments		95,833				95,833
Funded: Membership Fees collected (66)		85,965	85,965			171,930
Funded: M17 Lease Fees collected (2)		232	232			464
Funded: Interest on Funds		2,879				2,879
Progress Payments on CIP						-
Expenditures		(54,502)	(18,337)			(72,840)
Commitments						-
Replenish funds for Donated Assets						-
Net Monthly Claims						-
Disbursement to Mutuals						-
Transfers between funds						-
Interest Income Allocation						-
Net Monthly Activity					(3,469)	(3,469)
<b>Balance 4/30/2017</b>	<b>500,000</b>	<b>9,102,259</b>	<b>1,239,812</b>	<b>204,003</b>	<b>67,793</b>	<b>11,113,867</b>
 Net Activity	 -	 130,407	 67,860	 -	 (3,469)	 194,797

**Golden Rain Foundation**  
**Quick Balance Sheet Analysis**  
**For the Period Ended April 30, 2017**

**SELECTED BALANCE SHEET ITEMS**

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	473,511	419,699	53,812
Current Assets	12,676,680	12,534,294	142,386
Current Liabilities	1,966,860	2,218,761	(251,901)
Current Ratio	6.45	5.65	
Designated Deposits:	11,046,074	10,847,808	198,266
Reserve Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			

**RESULT OF OPERATIONS**

Current Month	Actual	Budget	Variance	%
Income	1,291,644	1,285,363	6,281	0.49
Expense	1,179,975	1,268,137	88,162	6.95
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>111,669</b>	<b>17,226</b>	<b>94,443</b>	
Year To Date	Actual	Budget	Variance	%
Income	5,188,497	5,111,848	76,649	1.50
Expense	4,827,887	5,162,851	334,964	6.49
Net Materials Recovery(Pass Thru)	0	0	0	
<b>Excess Income or (Expense)</b>	<b>360,610</b>	<b>(51,003)</b>	<b>411,613</b>	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2017
151.98	152.14	161.92



2017 Reserve Expenditures

Cost Center	Description	2017	Prior	Current	Other	Total	Prior	YTD EXPENDITURES			TTD	2017
		Reserve Study	Approved	Approved	Adjustments	Projects	Expenditures	Jan-Mar	Apr	Total	Expenditures	Allocated Funds
30	Replacement of AC Unit - Admin. Building (774-16) (Completed as 3/13/17)	-	6,200	-	-	6,200	5,580	620	-	620	6,200	-
30	Administration Building First Floor Improvements- Finance & Stock transfer (809-17)	-	-	92,151	-	92,151	-	-	6,411	6,411	6,411	85,740
34	St. Andrews & North Gate Server Replacements (incl. 10% contingency)	-	3,300	-	(3,300)	-	-	-	-	-	-	-
35	Replace Interior Light Fixtures (2016 RS not started)	-	3,584	-	-	3,584	-	-	-	-	-	3,584
37	Replace Lighting Signage (2016 RS not started)	-	20,478	-	(20,478)	-	-	-	-	-	-	-
48	Paint Exterior Flatwork (2016 RS not started)	-	4,505	-	-	4,505	-	-	-	-	-	4,505
48	Replace Water Storage Tanks (2016 RS not started)	-	12,287	-	(12,287)	-	-	-	-	-	-	-
48	Replace Solar Panels (2016 RS not started)	-	28,055	-	(28,055)	-	-	-	-	-	-	-
48	Replace Swimming Pool Deck Furniture	-	-	8,000	-	8,000	-	-	-	-	-	8,000
52	Sewer Pump Replacement (776-16)	-	125,562	-	-	125,562	31,669	73,893	-	73,893	105,562	20,000
52	Clubhouse Upgrades	400,000	-	-	-	-	-	-	-	-	-	-
53	Paint Wood Siding & Trim (2016 RS not started)	-	14,130	-	(14,130)	-	-	-	-	-	-	-
53	Paint Interior Flatwork (2016 RS not started)	-	25,393	-	(25,393)	-	-	-	-	-	-	-
54	Replace New Water Heater (2016 RS not started)	-	4,352	-	(4,352)	-	-	-	-	-	-	-
54	Clubhouse Upgrades (773-16)	-	198,703	-	-	198,703	46,548	106,421	16,500	122,921	169,470	29,233
56	Paint Exterior Ironwork (2016 RS not started)	-	3,840	-	-	3,840	-	-	-	-	-	3,840
56	Paint Exterior Flatwork (2016 RS not started)	-	10,239	-	-	10,239	-	-	-	-	-	10,239
56	Replace heat pump #1 (779-16) (Completed as 3/13/17)	-	6,375	-	-	6,375	6,088	288	-	288	6,375	-
56	Concrete replacement- West end alongside ambulance driver office (808-17)	-	-	8,000	-	8,000	-	-	6,099	6,099	6,099	1,901
74	Paint Exterior Flatwork (2016 RS not started)	-	11,724	-	(11,724)	-	-	-	-	-	-	-
74	Replacement of Wood Shop equipment & Electrical panel (799-16)	-	42,000	-	-	42,000	12,639	13,430	9,858	23,288	35,927	6,073
74	Storage Improvements- work benches, storage racks, cabinets	-	-	15,000	-	15,000	-	-	6,508	6,508	6,508	8,492
79	Repair Concrete and Wood Shoreline at Pond (2016 RS not started)	-	2,560	-	-	2,560	-	-	-	-	-	2,560
79	Refurbish Golf Course Greens (2016 RS not started)	-	10,239	-	-	10,239	-	-	-	-	-	10,239
79	Community Landscape Remodel (2016 RS not started)	-	10,239	-	-	10,239	-	-	-	-	-	10,239
79	Community Concrete Flatwork (2016 RS not started)	-	25,598	-	-	25,598	-	-	-	-	-	25,598
79	Community Asphalt Seal Coat- Parking Lots (2016 RS not started)	-	38,038	-	-	38,038	-	-	-	-	-	38,038
79	Community Asphalt Seal Coat-Street Phase 4 (2016 RS not started)	-	51,195	-	-	51,195	-	-	-	-	-	51,195
79	Main Gate Beautification - Globe (730-15B)	-	163,270	-	-	163,270	163,270	-	-	-	163,270	-
79	Globe - Replacement of Continents (730-15B) (Transfer funds to Globe lighting design)	-	201,000	-	(2,000)	199,000	155,387	1,330	5,275	6,605	161,993	37,007
79	Globe Lighting Design (Transfer funding from Globe project 730-15B)	-	-	2,000	-	2,000	-	-	-	-	-	2,000
79	Perimeter wall sections B (591-01B-B) (Completed as 1/12/17)	-	350,000	-	(194,247)	155,753	155,753	-	-	-	155,753	-
79	Perimeter wall sections A (591-01B-A) (Completed as 1/12/17)	-	494,000	-	(15,770)	478,230	478,230	-	-	-	478,230	-
79	Perimeter wall sections J & K (591-01B-JK)	-	542,289	-	107,711	650,000	78,323	-	-	-	78,323	571,677
79	St. Andrews Gate Improvements (723-14)	-	50,000	-	-	50,000	9,978	-	3,330	3,330	13,308	36,693
79	Perimeter wall sections L & M (591-01B-LM)	-	900,000	-	-	900,000	628,042	108,983	520	109,503	737,545	162,455
79	Landscape Replacement- Admin/HCC Palm Island, J Island, Pump Island (794-16) (Completed as 3/13/17)	-	10,249	-	395	10,644	-	10,644	-	10,644	10,644	-
79	Street Paving Project- Phase one (Cedar Crest, Knollwood, Fairfield/Prestwick, Shawnee...)	-	600,000	-	-	600,000	-	-	-	-	-	600,000
79	Street Paving Project- Phase two ( St. Andrews Drive )	600,000	-	-	-	-	-	-	-	-	-	-
79	Main Gate Entrance	229,000	-	-	-	-	-	-	-	-	-	-
79	Replace and Purchase Four Traffic Signal Poles	-	-	36,000	-	36,000	-	-	-	-	-	36,000
79	Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD)	-	-	234,300	-	234,300	-	-	-	-	-	234,300
<b>Total Planned Reserve Expenditures</b>		<b>1,229,000</b>	<b>3,969,404</b>	<b>395,451</b>	<b>(223,629)</b>	<b>4,141,225</b>	<b>1,771,507</b>	<b>315,608</b>	<b>54,502</b>	<b>370,111</b>	<b>2,141,617</b>	<b>1,999,608</b>

2017 Capital Plan

Center	Description	Prior Approved	2017 Budget	Additional Approved	Other Adjustments	Total Projects	Prior Expenditures	YTD EXPENDITURES			TTD Expenditures	Allocated Funds
								Jan-Mar	Apr	Total		
32	Barcode label printer	1,000				1,000	-	-	-	-	-	1,000
32	Purchasing Office Improvements (805-17)	-		20,600		20,600	-	6,397	422	6,820	6,820	13,780
34	CH4 Technology Enhancements (773-16T)	44,000				44,000	-	11,050		11,050	11,050	32,950
34	Axxenon/Jenark System (5000-14J-A)	250,017		50,000		300,017	240,661	2,850	3,675	6,525	247,186	52,831
34	Surveillance Cameras	13,000				13,000	63	-	1,047	1,047	1,109	11,891
34	Visual Display Solutions	22,000			(22,000)	-	-	-	-	-	-	-
37	Sound Proofing Panels @ Main Gate Lobby	2,000				2,000	-	-	-	-	-	2,000
51	Dust Extraction Units	-		1,000	(321)	679	-	-	679	679	679	-
52	Dust Extraction Units	-		1,000	(321)	679	-	-	679	679	679	-
52	Develop redesign CH2 Outdoor Multi-Use Area (785-16)	13,750				13,750	-	-	-	-	-	13,750
52	Clubhouse Interior Improvements (Multipurpose Court)	-	250,000		(250,000)	-	-	-	-	-	-	-
52	Clubhouse Griddle Electrical Upgrade (812-17)	-		7,000		7,000	-	-	-	-	-	7,000
54	Clubhouse Upgrades (773-16)	22,150				22,150	4,189	14,269		14,269	18,458	3,692
55	Building 5 first floor remodel (765-16)	1,600				1,600	650	-	-	-	650	950
55	Conference Room B Remodel (772-16) (Completed as 4/20/17)	39,058				39,058	39,058	-	-	-	39,058	-
55	Relocate Recreation Offices	-	30,000		(30,000)	-	-	-	-	-	-	-
55	Add Purchasing Sales Center	-	25,000		(25,000)	-	-	-	-	-	-	-
56	Install Air Walls	-	25,000		(5,000)	20,000	-	-	-	-	-	20,000
79	Landscape CH3 Library Patio	6,000			(6,000)	-	-	-	-	-	-	-
79	Resales Office Remodel (725-14) (Completed as 3/13/17)	70,000			(14,177)	55,823	54,652	1,171		1,171	55,823	-
79	Pedestrian Gate at Northwood Road	28,143				28,143	-	-	-	-	-	28,143
79	Main Gate Landscape Architect (790-16)	8,000				8,000	-	-	4,000	4,000	4,000	4,000
79	Sidewalk addition at Medical Center Building to Conference RM B (784-16) (Completed as 3/13/17)	30,000			(550)	29,450	24,525	4,925		4,925	29,450	-
79	Red Curb Review Study (796-16)	9,720				9,720	-	-	7,836	7,836	7,836	1,884
79	Nassau Drive Landscaping (797-16) (Completed as 3/13/17)	6,450				6,450	-	6,450		6,450	6,450	-
79	Landscape Replacement- South Side Hill at Amphitheater/ HCC (795-16) (Completed as 3/13/17)	3,206			74	3,280	-	3,280		3,280	3,280	-
79	Concrete Replacement and Landscaping at South end of Building 5 (793-16)	16,500				16,500	14,500	1,197		1,197	15,697	803
79	Upgrade 1.8 acres for Rolling Thunder Golf Cart Club (806-17)	-		19,200		19,200	-	787		787	787	18,413
79	Conduct Traffic Control Evaluation at Oakmont/St. Andrews & Interlachen/St. Andrews (807-17)	-		2,200		2,200	-	-		-	-	2,200
79	Install Physio-Control LIFEPAK CR & Automated External Defibrillators	-		28,000	(3,487)	24,513	-	24,513		24,513	24,513	-
79	Add railings and stairs to Post Office (811-17)	-		10,100		10,100	-	-		-	-	10,100
79	Replace back up generator for Server, phone, radio	-		35,000		35,000	-	-		-	-	35,000
79	Compliance with California Manual on Uniformed Traffic Control Devices (CAMUTCD)	-		38,500		38,500	-	-		-	-	38,500
<b>Total Planned Capital Acquisitions</b>		<b>586,594</b>	<b>330,000</b>	<b>212,600</b>	<b>(356,782)</b>	<b>772,412</b>	<b>378,298</b>	<b>76,889</b>	<b>18,337</b>	<b>95,227</b>	<b>473,525</b>	<b>298,887</b>



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** AMEND POLICY 5061-31, FEES (FINAL VOTE)  
**DATE:** MAY 23, 2017  
**CC:** FILE

---

Policy 5061-31, Fees, relates to the type of fees charged to members of the Golden Rain Foundation and how that fee is calculated and where the money is applied.

At the regular Finance Committee meeting on March 21, 2017, the Finance Committee unanimously suggested Policy 5061-31, Fees, be amended. The proposed amendment is attached (Exhibit A).

At its meeting of March 28, 2017, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the April 5<sup>th</sup> edition on the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

One written item of correspondence, regarding amendment of Policy 5061-31, Fees, has been received during the 30-day notification to the membership period.

The new membership fee is implemented on January 1 of each year.

I move to amend Policy 5061-31, Finance – Fees, to change Item 1.3 to read as follows: The membership fee is calculated as twenty (20) times the monthly GRF assessment and rounded up the nearest dollar. The new membership fee is implemented on January 1 of each year.



GOLDEN RAIN OPERATIONS**AMEND****FINANCE****Fees**

The following schedule of fees is established by the Golden Rain Foundation (GRF).

**1. Membership Fee**

- 1.1 Each owner and co-occupant non-owner will be required to pay a one-time membership fee.
- 1.2 The membership fee for a GRF member represents a buy-in for access to the community facilities and amenities.
- 1.3 The membership fee is calculated as ~~eighteen~~ **twenty** (18~~20~~) times the monthly GRF assessment and rounded up to the nearest dollar. The new membership fee is implemented on January 1 of each year.
- 1.4 Existing GRF member(s) may transfer from one mutual to another without having to pay the membership fee provided that the member(s) remain(s) the same. The member(s) will, however, be charged a membership certificate processing fee for this transaction. (See section 3)
- 1.5 Membership fees shall be allocated as follows:
  - 1.5.1 Fifty percent (50%) into the GRF Capital Improvement Fund.
  - 1.5.2 1.5.2 Fifty percent (50%) into the GRF Reserve Fund.

**2. Payment of Membership Fee**

- 2.1. New members are encouraged to pay the membership fee in full at the close of the purchase escrow. GRF has established a finance plan to pay the membership fee over a seven-year period for those members who wish to finance their membership fee.
- 2.2. Members who opt to finance the payment of their membership fee must complete a Promissory Installment Note and agree to the terms of the Note.
  - 2.2.1. If a member opts to finance their membership fee, each member shall pay a one-time upfront payment of twenty-five percent (25%) of the total membership fee at the close of Escrow, and make seven (7) equal annual installment payments. Each annual payment will be due and payable on the anniversary of the date of purchase until the principal amount, including the finance charge, is paid in full.



GOLDEN RAIN OPERATIONS**AMEND****FINANCE****Fees**

- 2.2.2. The annual finance charge on matured, unpaid amounts shall be one (1) percent per month (APR of 12%) paid annually on the outstanding balance.
- 2.2.3. In the event that a unit changes ownership before the membership fee is paid in full the balance due will be paid before transfer is complete.

**3. Membership Certificate and Processing Fee**

- 3.1. GRF shall issue one membership certificate per unit. The membership certificate may contain one or more names.
- 3.2. A certificate processing fee of \$250 will be charged to the unit's account each time the membership certificate is changed or altered to cover the cost of preparing, recording and/or replacing a membership certificate.
- 3.3. Membership Certificate and Processing fee shall be allocated to Cost Center 33 (Mutual Administration).

**4. Transfer Fee – In Escrow**

- 4.1. The seller of a Mutual share of stock shall pay a transfer fee of \$500 to GRF to cover the cost of transferring ownership(s).
- 4.2. Transfer Fee – In Escrow shall be allocated to Cost Center 33 (Mutual Administration).

**5. Non – Owner, Co-Occupant Processing Fee**

- 5.1. Non – Owner, Co-Occupant fee of \$100 shall be charged to cover the actual set up and processing costs.
- 5.2. Non – Owner, Co-Occupant Processing Fee shall be allocated to Cost Center 33 (Mutual Administration).

**6. Mutual Corporation Fees**

- 6.1. Each Mutual represents a fully independent corporation and as such may establish fees applicable to the Mutual. In accordance with the Management agreement, GRF operates as the management company for the Mutuals and processes the

**GOLDEN RAIN OPERATIONS****AMEND****FINANCE****Fees**

transfer of stock certificates. GRF, as part of its duties, will apply applicable Mutual Fees in accordance with established Mutual policies (see 7000 policy series).

**7. Stock Transfer Legal Review of Trust Fees**

7.1. Whenever there is a requested transfer of stock ownership by a Trust, either by the sale of a unit or an in-house ownership transfer, Probate Code §18100.5 delegates to the Foundation the right to request the current acting trustee or successor trustee to provide either a certification of trust, or a copy of the trust. In order to determine the legal rights of the trustee/successor trustee to represent the sale or transfer of a unit's ownership via the trust they represent, the following procedure is implemented.

7.1.1. Any trustee or successor trustee seeking to transfer the ownership of a mutual unit, either by the sale of the unit through escrow or an in-house ownership transfer, will be required to provide the Stock Transfer Office a Certification of Trust, or, a copy of the Trust document for the Foundation attorney to review prior to any completed transfer of ownership.

7.1.2. The Stock Transfer Office shall not proceed with any sale or transfer of ownership via a trust document prior to the Foundation attorney reviewing the trust and providing in writing a letter of release allowing the Stock Transfer Office to proceed.

7.1.3. In an effort to offset the cost of the required Foundation attorney review, there shall be assessed to the trustee or successor trustee, a fee of \$125 representing the attorney's fee and GRF's pro-rated staff time, to be collected at the time of the trust review.

7.1.4. Legal Review of Trust Fees shall be allocated to Cost Center 33 (Mutual Administration).

**8. Lessee Annual Fee – Mutual 17 Only**

8.1. The GRF lessee fee is a required use fee for access to the community facilities, amenities, and participation in GRF activities. The lessee fee is calculated at

**GOLDEN RAIN OPERATIONS****AMEND****FINANCE****Fees**

twenty 20% of the GRF annual assessment rounded up to the nearest dollar for each occupant.

- 8.2. The required annual lessee fee payment is due and payable in full on the date of the lease agreement.
- 8.3. If delinquent, the lessee shall pay damages to reimburse GRF for its time, inconvenience, and overhead in collecting the payment as follows:
  - 8.3.1. A (twenty five dollar) \$25 late fee, and
  - 8.3.2. Interest at one percent (1) per month (APR of 12% from the original date due until the date the payment is received.
- 8.4. In addition to late fees, for each check from a lessee that a bank returns for any reason, the lessee must pay:
  - 8.4.1. Fifty dollars (\$50) late payment fee, and all bank charges assessed against the association.
- 8.5. If a lessee becomes more than ninety (90) days delinquent or has an unpaid balance of one hundred dollars (\$100) or greater, the lessee will receive a 30-day notice of GRF's intent to suspend the right to use GRF amenities and Trust facilities and property, including driving privileges upon GRF Trust streets. GRF may also refer the lessee account to an attorney or collection agency for appropriate action. All fees incurred by an attorney or collection agency to recover the delinquent amounts will be assessed to the lessee.
- 8.6. GRF reserves the right to collect the delinquent account from Lessor.
- 8.7. Lessee fees shall be allocated as follows:
  - 8.7.1. Fifty percent (50%) into the GRF Capital Improvement Fund.
  - 8.7.2. Fifty percent (50%) into the GRF Reserve Fund.
9. The fee for verifying Powers of Attorney and Court Orders will be \$75 per document, per review.
10. The fee for additional Leisure World maps will be \$5 (shareholders excluded), per map.
11. All Fees are subject to periodic review and subject to change.



**GOLDEN RAIN OPERATIONS****AMEND****FINANCE****Fees****Policy****GOLDEN RAIN FOUNDATION  
SEAL BEACH, CA**

Adopted: 21 Apr 70  
 Amended: 31 Aug 73  
 Amended: 20 Nov 73  
 Amended: 19 Aug 75  
 Amended: 31 Aug 77  
 Amended: 16 Jun 81  
 Rescinded: 20 Oct 81 (Amendments passed 16 Jun 81)  
 Amended: 16 Dec 86 (Effective 01 Jan 87)  
 Amended: 21 Jul 87 (Effective 01 Aug 87)  
 Amended: 20 Sep 88 (Effective 01 Jan 89)  
 Amended: 21 Nov 89  
 Amended: 16 Nov 93 (Effective 01 Dec 93)  
 Amended: 18 Nov 03 (Effective 01 Jan 04)  
 Amended: 15 May 07 (Effective 01 Jul 07)  
 Amended: 17 July 12 (Effective 01 Sept 12)  
 Amended: 22 Apr 14 (subheading correction only)  
 Amended: 28 Oct 14 (Effective 01 Jan 2015)  
 Amended: 27 Oct 15 (Effective 01 Jan 2016)  
 Amended: 27 Dec 16 (Effective 01 Jan 2017)





---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** FINANCE COMMITTEE  
**SUBJECT:** PROPOSED COST CENTER 5.5 ACRES  
**DATE:** MAY 16, 2017  
**CC:** FILE

---

At the regularly scheduled meeting of the Finance Committee, on May 16, 2017, the members discussed establishing a new cost center and an annual budget for managing and maintaining the property commonly referred to as "5.5 Acre Storage Area". The Committee passed a motion to recommend to the Golden Rain Foundation (GRF) Board of Directors (BOD) to establish Cost Center 47 to manage an annual operating expense budget of approximately \$30,000 for this area (exhibit A). A second motion was passed to recommend to the GRF BOD to add insurance coverage to the Trust Property's master insurance policy, effective immediately for the coverage of this area.

I move to establish Cost Center 47 to manage an estimated annual operating expense budget of approximately \$30,000 (Exhibit A) for the area commonly referred to as "5.5 Acre Storage Area".

I move to add insurance coverage to the Trust Property's master insurance policy, effective immediately, for the coverage of the 5.5 Acre Storage Area.

## Trust Property 5.5 Acre Storage Area

### Estimated Operational Costs

Item	Annually	Notes
Electricity	\$1,800	\$150 Per Month
Maintenance	\$3,600	\$300 per month
Insurance	\$2,500	General Estimated Provided by Phily
Misc.	\$600	\$50 per month
Supplies	\$1,200	Decals, Office Supplies
Labor (4 hour a day 5 days @14 plus taxes)	\$17,056	Estimated at 4 hours per day
Legal (annually)	\$1,000	Stall Lease agreements
Bad Debt/Open Stalls	\$1,500	
Total	\$29,256	

Possible Improvements	Cost	Notes
New Stall Markers	\$5,000	Replace Existing
Clickers (400 @ 16)	\$6,400	Standard Multi-Code Clicker
Keys & Re-keying	\$600	Replace Existing
Computer	\$750	
Replacement of Office Trailer	\$5,000	Includes moving and setup
Gate Opener	\$0	Use Existing
Surveillance Cameras	\$5,000	As Needed
Grading and Gravel	\$5,000	As/If Needed
Remove Oil Changing Area	\$0	Just close existing
Security Lighting	\$5,000	Dependent of extent and lights used

Revenue	Rate per month	Number of Stalls	Total
Up to 20 Foot Parking Stalls	\$10	80	\$9,600
21 to 30 Foot Parking Stalls	\$15	80	\$14,400
31 Foot and over Parking Stalls	\$20	100	\$24,000
RV Club (Structures TBD)			\$1
Total Estimated Revenue			\$48,001
Less Expense			\$29,256
Surplus for Lot Reserves			\$18,745



Golden Rain Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** INFORMATION TECHNOLOGY SERVICES COMMITTEE  
**SUBJECT:** AMEND POLICY 5051-34, WEBSITE MANAGEMENT  
**DATE:** MAY 1, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 1, 2017, the Information Technology Services (ITS) Committee reviewed Policy 5051-34, Website Management and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors accept the amendments to the policy.

I move to amend Policy 5051-34, Website Management to update the scope of the responsibilities pertaining to website management.



**GOLDEN RAIN OPERATIONS****AMEND****INFORMATION TECHNOLOGY SERVICES****WEBSITE MANAGEMENT****1. PURPOSE**

This policy aims to:

- a) Clearly explain the roles and responsibilities of all parties involved in online content management;
- b) Ensure best practice in content management and usability principles are established and adopted by the Golden Rain Foundation (GRF); and
- c) Outline processes for online content review, maintenance and development on our Internet website by the Information Technology Services (ITS) Department.

**2. DEFINITIONS****2.1. Accessibility**

Information on our website will be accessible to our Shareholders/ Members, vendors and the public.

**2.2. Content Author**

Authorized personnel and/or persons allowed to submit online content to the ITS Department:

2.2.1. Recording Secretaries: Minutes and Agenda;

2.2.2. Executive Coordinator/Administrative Secretary: Policies, Reports, Calendars, Meeting Announcements;

2.2.3. Recreation Manager: Club Information, Club Events, Recreational Activities and Public Service Announcements (PSAs);

2.2.4. Publications Manager: Publications, Announcements, PSA's, Photography, Logos (GRF), Advertising (Marketplace tab only), Videos and Marketing Materials



**GOLDEN RAIN OPERATIONS****INFORMATION TECHNOLOGY SERVICES****AMEND****WEBSITE MANAGEMENT**

2.2.5. Facilities Director: Notification of Construction, Utilities Information and Trust Property Information;

2.2.6. Executive Director: Publications, Announcements, PSA's, and Photography; ~~and~~.

2.2.7. GRF President: Publications, Announcements, PSA's, and Photography.

**2.3. ITS Department**

ITS Department is responsible for the online content maintenance submitted by authorized Content Author(s). ITS works with the content authors to manage the development and maintenance of online content on our website, to ensure content remains current and of value to ~~our users~~ the community.

**3. RESPONSIBILITIES****3.1. Content Authors**

Content Authors are responsible for creating and maintaining content relevant to their work area. Content Authors are only to submit online content as stated in Section 2.2, "Content Author."

**3.2. Section Approvers**

~~Section Approvers are responsible for authorizing the publication of content that is relevant to their section and/or department.~~

~~Section Approvers:~~

- ~~• Ensure that content created or edited by author is accurate and up-to-date;~~
- ~~• Ensure that content is appropriate for website users; and~~
- ~~• Will advise authors of any changes required to content before it is suitable for publication.~~

**GOLDEN RAIN OPERATIONS**

**INFORMATION TECHNOLOGY SERVICES**

**AMEND**

**WEBSITE MANAGEMENT**

**3.3.3.2. Homepage Content**

Any changes to the Homepage Content will be determined by the Communications Committee.

**Policy**

Adopted: 28 Mar 17

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**



Golden Rain Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION COMMITTEE  
**SUBJECT:** AMEND POLICY 1023-MAC, PET OWNERSHIP RULES-GOLDEN RAIN FOUNDATION  
**DATE:** MAY 9, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 9, 2017, the Mutual Administration Committee reviewed Policy 1023-MAC and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) accept the proposed amendments.

I move to amend Policy 1023-MAC to update the applicable Civil Code and to remove reference to the Mutual corporations.

COMMUNITY OPERATIONS

## USE OF COMMUNITY FACILITIES

## AMEND

Pet Ownership Rules - Golden Rain Foundation

The State of California has adopted, effective January 1, 2001, California Civil Code §~~4715-1360.5~~ related to pet ownership. This section affects pet ownership within Leisure World, Seal Beach. The Golden Rain Foundation (GRF) is not the owner of any property subject to a separate interest. These rules and regulations relate to all of the common areas facilities of the GRF, under and pursuant to its control and as part of the Trust for the community facilities.

1. While traversing ~~over the streets or sidewalks or any~~ the common area of the GRF Trust property, the pet must be on a leash not longer than six feet and under the control of, and accompanied by, the pet owner and/or responsible adult at all times and the pet owner and/or responsible adult must have in evidence and in plain view, at all times, a plastic bag and/or a poop scoop device for the purpose of immediately removing any ~~defecated~~ material that may be purged from the animal while walking.
2. All pets, **Service Animals** (define) and **Emotional Support Animals** (define) must be duly registered with Stock Transfer.
3. Owner is responsible for damages or injury caused by the pet, SA and/or ESA.
4. Owner is responsible for ensuring the pet, SA and/or ESA does not disturb normal activities and/or functions upon Trust property.
5. Owner is responsible for compliance with any relevant city, county, and/or state ordinances and/or laws while upon Trust property.
6. If the presence, behavior or actions of the pet, SA and/or ESA constitutes an immediate risk or danger to people, other pets, SA and/or ESA or Trust property, the owner will be asked to remove the pet, SA and/or ESA from Trust property immediately.
7. Pets are not allowed:
  - Within ~~in~~ Trust buildings
  - on the Golf Course

(Feb 17)



COMMUNITY OPERATIONS

USE OF COMMUNITY FACILITIES

**AMEND**

Pet Ownership Rules - Golden Rain Foundation

8. ~~Visiting Pets are not admitted without prior approval of the Mutual.~~  
8. This policy supersedes any previous participation in Policy 7501.

**Policy**

Adopted: 16 Jan 01  
Amended: 15 Oct 02  
Amended: 22 Apr 11  
Amended: 28 Feb 17

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

(Feb 17)

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY



Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** MUTUAL ADMINISTRATION COMMITTEE (JH)  
**SUBJECT:** AMEND POLICY 7501, MUTUAL PET OWNERSHIP POLICY  
**DATE:** MAY 9, 2017  
**CC:** RANDY ANKENY, EXECUTIVE DIRECTOR

---

At its regularly scheduled meeting on May 9, 2017, the Mutual Administration Committee (MAC) reviewed GRF- and Mutual-related pet policies. The Committee moved to recommend the Golden Rain Foundation (GRF) Board of Directors (BOD) amend Policy 1023-MAC, Pet Ownership Rules – Golden Rain Foundation. With the Committee's action concerning this Policy, the Committee also reviewed Policy 7501, Mutual Pet Ownership policy (attached).

The Committee moved to recommend the GRF BOD amend Policy 7501, Mutual Pet Ownership, removing all references to and participation by the GRF in the policy. By this action, pet rules will be clearly defined and separated between the GRF and the Mutual Corporations.

With this action by the GRF BOD, Policy 7501, Mutual Pet Ownership Policy will be requested for review and amendment by the Mutual Boards of Directors.

I move to amend Pet Policy 7501, Mutual Pet Ownership Policy, by removing all participation in the policy by the Golden Rain Foundation.

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Pet Ownership Policy****ARTICLE I - RULES AND REGULATIONS****A. California State Law**

The State of California has enacted a Section of the law which amends the common-interest law pertaining to the Mutual Corporation designated Section §1360.5~~4715~~ of the Civil Code. It is provided that in a common-interest development where there is an owner of a separate interest as defined therein, the owner is entitled to have at least one pet within the confines of the separate interest, subject to reasonable rules and regulations of the association.

**B. Definition of Pet**

The law defines a "pet" as *"any domesticated bird, cat, dog, aquatic animal kept within an aquarium, or other animal as agreed to between the Association and the homeowner."*

- (1) All members of the reptile and monkey families, as well as any raucous-voiced birds, are prohibited.

*The following Paragraph (1) replaces the above Paragraph (1) for Mutual Four and Ten only:*

- (4)(2) All members of the snake, monkey and arachnid families, as well as any raucous-voiced birds, are prohibited.

A reptile, such as a small lizard or turtle that is housed in a terrarium or aquarium, is permitted.

- (2)(3) At no time shall it be appropriate for resident owners to house or maintain within the confines of the Mutual any animal commonly known as a farm animal, domesticated farm animal, or any animal commonly maintained on a farm for the purpose of breeding for its fur, feathers, byproducts, or for human consumption, or as may be found in specialty meat markets; farm animals may consist of, but not be limited to: duck, goose, chicken, potbellied pig, piglet, cow, calf, goat, rabbit, lamb, miniature horse, pony, etc.

**C. Definition of Rules for Pet Ownership**

Similar rules have been enacted pursuant to law by the Federal Government substantially to the same effect as the California law, and under the federal rules there have been developed criteria as to what are reasonable rules and regulations of the Mutual related to the keeping of pets. Those rules are adopted by the Mutual Corporation as being reasonable rules and regulations for the keeping of a pet, and are set forth in this policy

(Sept 14)



## MUTUAL OPERATIONS

### RESIDENT REGULATIONS

#### Pet Ownership Policy

adopted by the Mutual Corporation as Rules and Regulations as pertaining to occupancy of a separate interest within the Mutual Corporation. Those rules are as follows:

- (1) The **number** of quadruped pets per apartment shall be restricted to one. The number of birds per apartment shall be restricted to two (Mutual One, Two, Three, Four, Six, Seven, Ten, Eleven, Twelve, and Sixteen); two pairs (Mutual Eight and Fifteen); four (Mutual Fourteen).

**The following Paragraph 1(a) of Article I, Section C is applicable to Mutual Ten and Fourteen only:**

- a) Birds brought into Mutual Fourteen as pets must be examined by a veterinarian, vaccinated against all infections, and certified to be free of the avian flu virus. Birds shall be kept inside the resident owner's apartment at all times; they are not allowed in the patio area. The resident owner is responsible for the safe disposal of cage debris. The debris must be sealed in a plastic bag and placed in the trash bin in order not to attract rodents to the area. Birds must be quiet enough not to disturb the resident owner's neighbors. The same general rules shall be applicable for birds as for quadruped animals.

In Mutual Ten, birds shall be kept inside the resident owner's apartment at all times; they are not allowed in the open patio area. The resident owner is responsible for the safe disposal of cage debris. The debris must be sealed in a plastic bag and placed in the trash bin in order not to attract rodents to the area. Birds must be quiet enough not to disturb the resident owner's neighbors. The same general rules shall be applicable for birds as for quadruped animals.

- (2) The breed of the pet shall be of such nature that its weight is not expected to exceed **twenty-five (25) pounds** at time of full maturity.
- (3) Pets are **prohibited from common area facilities**, such as clubhouse facilities, library, Golf course, health care center, Amphitheater, swimming pool area, Administration

Building, lobbies, and laundry rooms. In all other permitted areas, the pet must be on a **leash** not longer than six feet and under the control of, and accompanied by, a resident and/or adult agent of the resident pet owner and/or responsible adult.

- (a) While traversing the streets or sidewalks of the Mutual Corporation while making ingress and egress to or from the resident's apartment, at all times, the resident pet owner and/or responsible adult must have in

## MUTUAL OPERATIONS

### RESIDENT REGULATIONS

#### Pet Ownership Policy

evidence and in plain view a **plastic bag and/or a poop scoop** device for the purpose of immediately removing any pet waste deposited on any lawn or ground area.

- (b) In accordance with Seal Beach City Code, Section 3-10.26 - Maintaining Sanitary Conditions, persons allowing their dog or cat to defecate on property other than their own property, shall remove such feces immediately or be subject to a city fine of \$25.
- (4) The resident pet owner shall immediately, and forthwith, **remove any pet waste** deposited by the pet in all common areas where said pet is permitted.
  - (a) The Mutual Corporation will impose a fine, per occurrence, on any resident pet owner who fails to immediately remove any such pet waste deposited by their pet.
    - (1) The imposed fine shall be \$25, per occurrence or the actual amount charged by the janitorial services company to have one of its employees remove the pet waste, if greater than \$25.
    - (2) The imposed fine shall be paid by the resident pet owner to the Mutual Corporation.
- (5) Resident pet owners are required to **control noise and odor** caused by a pet. Any noise or odor which adversely affects any other resident is not permitted.
- (6) All quadruped pets brought into the Mutual by a resident pet owner shall have been **spayed or neutered**.
- (7) No quadruped pet may be **left unattended** in any dwelling area for more than four (4) hours. All pets must be under the resident pet owner's control in an apartment, so as not to be a hazard to security officers, maintenance staff, fire inspectors, paramedics, mail carriers or service providers or other employees requiring access to an apartment where there are pets.
  - (a) Resident pet owners who, on a temporary basis, allow a neighbor to assume responsibility for their pet for a period longer than four (4) consecutive hours must notify the Security Department of the temporary arrangement and provide a sign for the neighbor to post on the exterior of the neighbor's residence, near the front door, notifying service providers and employees who require access to the apartment in an emergency that a pet is temporarily being housed inside the apartment.

## **MUTUAL OPERATIONS**

### **RESIDENT REGULATIONS**

#### **Pet Ownership Policy**

**The following Paragraph 7(b) of Article 7, Section C is applicable to Mutual One only:**

- (b) Any permitted pet must, at all times, be accompanied and under the full control of their owners, no animal shall be left unattended in any fenced, gated or enclosed patio. Pet doors leading to the outdoors and onto open and enclosed patios are not permitted.

Pet doors shall not be installed through front doors, sliding glass doors, windows or walls of any unit or building. All pet doors previously installed prior to 2/1/13 at the discretion of the Board shall be removed at the shareholder's expense to the satisfaction of the Mutual within 30 days after receiving notice from the Mutual Administration Manager.

- (8) All pets to be living within the Mutual, before being registered for admittance, shall have been inoculated in accordance with all federal, state and local laws, and shall be licensed by the City of Seal Beach as required, and shall carry a current license tag on their collar. Said licensing shall be pursuant to all applicable local and state laws and regulations.
  - (a) All properly registered pets (cats and dogs) shall also be required to wear a bright-colored Mutual tag on their collar along with the license tag, thereby showing proof of registration with GRF.
- (9) Pets not owned by a resident shall not be brought upon the premises of the Mutual Corporation.
  - (a) Residents may not, even temporarily, keep a non-registered pet owned by another person in their dwelling unit.
- (10) It shall not be permissible to maintain a pet in a residence unless sanitary standards are maintained governing the disposal of pet waste.

**The following Paragraph 10(a) of Article I, Section A, is applicable to Mutual Sixteen only:**

- (a) At no time shall it be appropriate for resident shareholders of Mutual No. Sixteen house or maintain within the confines of Seal Beach Mutual No. Sixteen any animal commonly known as a farm animal, domesticated farm animal, or any animal commonly maintained on a farm for the purpose of breeding for its fur, feathers, byproducts or for human consumption, or as may be found in specialty meat markets; farm animals may consist of, but not be limited to: duck, goose, chicken, potbellied pig, piglet, cow, calf, goat, rabbit, lamb, miniature horse, pony, etc.



## MUTUAL OPERATIONS

### RESIDENT REGULATIONS

#### Pet Ownership Policy

- (11) Resident pet owners with properly registered pets shall be permitted to walk their pet while pet is on a leash not longer than six feet for the purpose of exercising and/or depositing pet waste on any lawn area.

*Exceptions: **Mutual Twelve:** Resident pet owners who reside outside of Mutual Twelve may not walk their pet on the lawns or grounds of Mutual Twelve; **Mutual Sixteen:** Resident pet owners who reside outside of Mutual Sixteen may not walk their pet on the lawns or grounds of Mutual Sixteen.*

- (a) At all times, the resident pet owner or responsible adult must have in evidence and in plain view a plastic bag and/or a poop scoop device for the purpose of immediately removing any pet waste deposited on any lawn or ground area.
  - (b) Provide written documentary proof to the ~~Golden Rain Foundation~~ **Stock Transfer Office** that the pet to occupy resident's unit is licensed pursuant to all applicable state and local laws and regulations, and will carry a licensed tag as described in Paragraph (9) of Article 1, Section C of the Mutual Pet Ownership Policy,
  - (c) Complete and sign a Pet Ownership Registration Form ~~as prepared~~ **provided** by the ~~Golden Rain Foundation~~ **Stock Transfer Office** and the Seal Beach Mutual Corporation in which resident resides pursuant to the Orange County Fair Housing Authority (OCFHA) and Department of Housing and Urban Development (HUD).
  - (d) Provide written proof that the pet has been inoculated before being admitted to be with resident in accordance with all federal, state and local laws.
  - (e) Acknowledge the right of the ~~Golden Rain Foundation~~, and the Seal Beach Mutual Corporation in which the resident resides, to adopt and implement reasonable rules and regulations governing pet ownership in accordance with Civil Code §~~1360.5~~ **4715**, and agree to be bound thereto, except to the extent modified by the agreement with the Mutual Corporation in which resident resides so as to provide reasonable accommodations to the resident.
- (13)(12) Resident pet owners owning a cat, or another pet using a litter box, are required to change the litter at least twice each week. Resident pet owners are required to separate the pet waste from the litter at least once each day. Pet waste shall be deposited in airtight plastic bags before being deposited in the trash or garbage bins. **Do not** flush kitty litter down the toilet, as this will cause a sewer blockage.

(Sept 14)



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Pet Ownership Policy**

- (14)(13) Resident pet owners owning a cat or dog pursuant to these regulations shall procure a policy of liability insurance in an amount sufficient for the indemnification of other persons who may be injured by the pet of the resident with coverage in an amount sufficient to cover their personal liability.
- (15)(14) Resident pet owners must display a pet ownership decal in a prominent location near the front door of their residence in order to alert security officers, maintenance staff, fire inspectors, mail carriers, or other employees requiring access to an apartment where there are pets.
- (16)(15) Resident pet owners, upon the sale of their apartment, shall have the apartment treated professionally by a licensed pest control company prior to the close of escrow, at the owner's expense.
- (17)(16) In the event of any emergency related to a pet, and in the event there is no state or local authority (or designated agent of such an authority), the Mutual Corporation reserves the right to remove a pet that becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of other residents of Seal Beach Leisure World, and/or their guests. Subject to execution of an agreement by the resident pet owner, a representative of the Mutual Corporation, along with the Security Department, may enter the premises, if necessary, to remove the pet only if the resident pet owner refuses to remove the pet at the Mutual Corporation's request, or if the Mutual Corporation cannot contact the resident pet owner to make a removal request, and may take such action with respect to the pet as may be permissible under federal, state and local laws, which may include placing the pet in a facility that will provide care and shelter for a period not to exceed thirty (30) days.
- (a) Resident pet owner or resident pet owner's estate shall remain responsible for any and all damages, injuries and related expenses caused by the pet, which may include:
- (1) Payment of any legal expenses incurred by the Mutual Corporation and ~~Golden Rain Foundation~~ in the enforcement of this policy and provisions.
- (18)(17) If the health or safety of a pet is threatened by the death or incapacity of the resident pet owner, or by other factors that render the resident pet owner unable to care for the pet, and pursuant to the authorization in the Pet Ownership Registration Form, the Mutual Corporation may contact a responsible party or parties listed on the Pet Ownership Registration Form for the purpose of removing and caring for the animal. If the responsible party or parties are unwilling or unable to care for the pet, the Mutual Corporation may contact the appropriate state or local authority and

(Sept 14)

## MUTUAL OPERATIONS

### RESIDENT REGULATIONS

#### Pet Ownership Policy

request the removal of the pet. If there is no state or local authority, the Mutual Corporation may remove the pet and place it in a facility that will provide care and shelter until the responsible party or representative may be contacted, or the resident pet owner is able to assume responsibility for the pet, but not for longer than thirty (30) days. The cost of the animal care shall be borne by the resident pet owner.

- (19)(18) In the event that no resolution, as related to the care of the pet under and pursuant to Article I, Section C, Paragraphs (18) and (19), above is made within thirty (30) days, the Mutual Corporation ~~and/or the Golden Rain Foundation are~~ <sup>is</sup> authorized to deliver the pet to any local humane society or association, either private, state, federal, or county.

## **ARTICLE II - REGISTRATION OF QUADRUPED PETS**

- A. All residents bringing quadruped pets onto the Mutual premises shall register their pets with the agent for the Mutual Corporation, to wit: the ~~Golden Rain Foundation Stock Transfer Office~~. The pet must be registered before it is brought onto the Mutual premises. Further, the pet registration information and licensing must be updated on or before December 31 of each year. The Mutual/GRF Pet Ownership Registration Form will include or be accompanied by:
- (1) A certificate signed by a licensed veterinarian or a state or local authority empowered to inoculate animals, stating that the quadruped pet has received all inoculations required by applicable state, and local laws.
  - (2) Information sufficient to identify the pet, and to demonstrate that it is a common household pet.
  - (3) The name, address, and telephone number of one or more responsible parties who will care for the pet if the pet owner dies, is incapacitated, or is otherwise unable to care for the pet.
  - (4) The resident pet owner shall sign a statement on said Pet Ownership Registration Form indicating that he/she has read the Pet Ownership Policy and agrees to comply with the contents therein. The resident pet owner shall acknowledge that the pet owner and the pet are subject to exclusion from the Mutual Corporation and the dwelling unit if there is not a compliance with the rules and registration requirements. The resident pet owner shall acknowledge that failure to comply with the rules and registration shall be grounds for refusing to permit a pet to be situated in a dwelling unit of the Mutual Corporation, and continued violations may cause termination of the resident pet owner's residency.
  - (5) The insurance carrier for the liability insurance required as to the pet, together with the

(Sept 14)



**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Pet Ownership Policy**

address of the agent, and the amount of coverage procured shall be indicated on the Pet Ownership Registration Form. Resident pet owners shall bring a copy of their insurance policy into the Stock Transfer Office and have a copy made of the cover and declaration pages, which will then be placed in the pet occupancy file. Coverage requirements are outlined in Article 1, Section C, and Item (15) of this policy.

**ARTICLE III - VIOLATION OF PET OWNERSHIP POLICY**

- A. In the event of a determination of a violation of the Pet Ownership Policy, the Mutual Corporation shall serve a written notice of the pet rule violation on the resident pet owner.
- (1) Serve a written notice of pet rule violation on the resident pet owner. The written notice shall contain a statement of the factual basis for determining which violation has occurred to constitute alleged violation of the Pet Ownership Policy. The written notice shall state that the resident pet owner has ten (10) days from the effective date of service of the notice to:
    - (a) Correct the violation (including, in appropriate circumstances, removal of the pet).
    - (b) Make a written request to hold a meeting with the Mutual Board of Directors to discuss the alleged violation.
      1. The resident pet owner is entitled to be accompanied by another person of his/her choice at a meeting, if a meeting is requested.
  - (1)(2) The resident pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting, may result in an initiation of procedures to terminate the resident pet owner's occupancy in the Mutual Corporation.
- B. These rules and regulations concerning pets shall have no application to a resident with a bona fide service animal or animal required because of a physical disability of the resident, who requires a service animal specifically trained to assist the resident, under and pursuant to The Americans with Disabilities Act1 (A.D.A.). In such cases, there shall be a certification as related to such animal, and a verifiable description of the service the animal is specially trained to perform for the disabled person as described in Article IV, Sections A, B and C.

**ARTICLE IV - SERVICE ANIMALS**

- A. Service Animal means any certified guide dog, signal dog, or other animal individually trained to do work or perform service tasks for the benefit of an individual with a disability

(Sept 14)

## **MUTUAL OPERATIONS**

### **RESIDENT REGULATIONS**

#### **Pet Ownership Policy**

including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to the sound of intruders, providing minimal protection or rescue work, pulling a wheelchair, fetching dropped items, and any other service task for which the animal has been trained, and which will benefit the disabled person.<sup>1</sup>

The purpose of these definitions is to address the issue of rights of access for all disabled persons who are accompanied by a service animal:

- (1) A guide dog is defined as a dog which has been trained or is being specially trained for, or in conjunction with, a school such as Assistance Dogs International for guide dogs to lead in harness and serve as an aid to the mobility of a particular blind person.
- (2) A hearing dog is defined as a dog which has been or is being specially trained by, or in conjunction with, a school such as Assistance Dogs International for hearing dogs to alert a particular deaf or hearing-impaired person to certain sounds.
- (3) A service dog is defined as a dog which has been or is being specially trained by, or in conjunction with, a school such as Assistance Dogs International for service dogs to the individual requirements of a physically-disabled person, including, but not limited to, any of the following: pull wheelchair as needed, retrieve or carry dropped items, open and close doors, or provide balance or counter balance.
  - (a) Each school for assistance dogs provides documents of certification, such as an identification card for the individual disabilities of the disabled person and the requirements for a service dog.

B. Based on the aforementioned A.D.A. descriptions of a service animal, the Mutual Board of Directors hereby adopts the following certification policy in the identification process for the use of a service animal within the confines of the Seal Beach Leisure World Mutual Corporation common area properties:

- (1) Upon request, each service animal owner shall provide the Stock Transfer Agent's Office with an original "Physician's Declaration" form describing, under penalty of perjury, the requirements and the need for a service animal as defined by The A.D.A. The "Physician's Declaration" form shall include a full description of the physical tasks to be performed by the trained service animal for its disabled owner. Please see blank Physician's Declaration attached.

<sup>1</sup> Americans with Disabilities Act, Rules and Regulations regarding service animals, Code of Federal Regulations (28 CFR Part 36-Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities), Subpart A-General, Section 36.104, Definitions



## MUTUAL OPERATIONS

### RESIDENT REGULATIONS

#### Pet Ownership Policy

C. The Seal Beach Leisure World Mutual Corporations further adopt and require compliance with the following exclusion regarding "SERVICE ANIMAL," pursuant to Section 5.303 of Title 24-Housing and Urban Development.<sup>2</sup>

- (1) The Mutual Corporation may require that service animals qualify for this exemption, and shall grant this exemption if:
  - (i) The shareholder or prospective shareholder certifies, in writing, that the share-holder, or a member of his or her immediate family, such as a qualified permanent resident or a co-occupant, is a person with a disability;
  - (ii) The animal has been trained to assist persons with that specific disability; and
  - (iii) The animal actually assists the person with that disability.
- (2) Reserved
  - (b) Nothing in this Subpart B will:
    - (1) Limit or impair the rights of persons with disabilities;
    - (2) Authorize ~~GRF and~~ Mutual Corporations to limit or impair the rights of persons with disabilities; or
    - (3) Affect any authority that ~~GRF or~~ Mutual Corporations may have to regulate animals that assist persons with disabilities, under federal, state or local laws.

Please see the "Social/Companion Animal Claim Form" or "Service Animal Claim Form," whichever may be appropriate in your circumstance.

<sup>2</sup> Code of Federal Regulations, Title 24, Volume 1, Parts 0 to 199, Revised as of April 1, 2000, Housing and Urban Development, Part 5, Subpart C, Pet Ownership for the Elderly or Persons with Disabilities, General Requirements, Section 5.303, Exclusion for animals that assist persons with disabilities.

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Pet Ownership Policy****ADOPTION DATES BY MUTUAL**

Mutual	Adoption Date	Amendment Dates Before	Adopt Date of	Amendment Dates of Written Policy
		Rewrite Date	Rewrite Date	
1	07-15-67		01-25-01	05-24-01, 01-24-02, 12-06-02, 09-22-05, 04-26-06, 01-24-14
2	08-17-67	07-16-87 08-17-00	01-18-01	05-17-01, 02-21-02, 05-15-03, 08-18-05, 07-20-06
3	11-21-66		01-18-01	05-18-01, 01-11-02, 11-08-02, 10-03-05, 03-10-06
4	08-28-67			07-02-01, 01-07-02, 11-04-02, 10-03-05, 05-01-06
5	12-21-66	09-20-00	01-17-01	05-16-01, 01-16-02, 11-20-02, 08-17-05, 03-15-06
6	06-20-69	05-23-00	01-23-01	05-23-01, 01-22-02, 11-26-02, 08-23-05, 03-28-06
7	08-18-67	02-17-84 11-21-00		07-20-01, 01-18-02, 11-15-02, 10-21-05, 03-17-06, 11-20-13
8	11-28-66		01-22-01	05-25-01, 01-28-02, 11-25-02, 10-24-05, 04-24-06
10	01-16-68	06-26-91	01-24-01	06-27-01, 01-23-02, 11-27-02, 10-26-05, 04-26-06, 01-24-07
11	05-22-69		01-18-01	06-21-01, 03-11-02, 11-21-02, 08-18-05, 04-20-06
12	09-14-67	12-03-99	02-08-01	07-12-01, 01-10-02, 11-14-02, 09-08-05, 03-09-06
15	06-5-67		02-16-01	05-10-01, 01-21-02, 11-18-20, 10-17-05, 03-20-06
16	01-01-68	01-15-90	02-20-01	06-18-01, 01-21-02, 11-18-02, 05-05-05, 01-16-06,
				<b>For Mutual Nine, see Policy 7501.9</b>
				<b>For Mutual Fourteen, see Policy 7501.14</b>
				<b>For Mutual Seventeen, see Policy 7501.17</b>

(Sept 14)

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Pet Ownership Policy****SERVICE ANIMAL CLAIM FORM - ATTACHMENT A**

The following claim form is for exemption from specific Mutual Rules and Regulations regarding ownership of a Service Animal, as provided for under Title 24, Department of Housing and Urban Development (HUD), Part 5 - General HUD Program Requirements; Waivers, Table of Contents, Sub part C - Pet Ownership for the Elderly or Persons with Disabilities; General Requirements Section 5.303, Exclusions for Animals That Assist Persons with Disabilities.

A. In order to qualify for this exemption, all sections of the Service Animal Claim Form must be completed and signed by the eligible shareholder. Upon completion, this form will be submitted to the appropriate Mutual Board of Directors for the purpose of reviewing the qualifications of the applicant/shareholder in granting this requested exemption.

1. I, \_\_\_\_\_ (name of applicant/shareholder), hereby certify that I have a disability which qualifies me to apply for exemption from certain sections of the Pet Ownership Policy, and that my disability qualifies me to have a Service Animal under the auspices of the above-named HUD Act.

(i) Based on the certification of my attending physician, Dr. \_\_\_\_\_, the necessary Service Animal so stated on the "Physician's Declaration" form has been trained at: (e.g., *Assistant Dogs International*) per the attached certificate: \_\_\_\_\_

(ii) I further certify that, upon my command, this Service Animal can perform the following service tasks to assist me with my disability: \_\_\_\_\_

2. The Board of Directors will review the applicant's request for exemption from **Article 1, Section C, Item 3, and 3a**, of Policy 7501, Pet Ownership Policy.

B. Nothing in this Subpart (B) will:

1. Limit or impair the rights of persons with disabilities; (2) Authorize the ~~Golden Rain Foundation~~ and/or Mutual Corporation to limit or impair the rights of persons with disabilities; or (3) Affect any authority that the ~~Golden Rain Foundation~~ or Mutual Corporation may have to regulate animals that assist persons with disabilities, under federal, state or local laws.

I declare under penalty of perjury under federal, state and local laws, that the foregoing information, and any accompanying statements, is true and correct to the best of my knowledge.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Shareholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Representative, if Applicable

Based upon the above declaration as filed by \_\_\_\_\_ (name of applicant/shareholder), the applicant/shareholder is hereby granted an exemption from **Article 1, Section C, Item 3, and 3a**, of Policy 7501, Pet Ownership Policy. **This exemption shall be renewed on the anniversary of this agreement and every year thereafter throughout the tenancy of the applicant/shareholder.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ~~Golden Rain Foundation~~ or Mutual Corporation Representative

(Sept 14)

**MUTUAL OPERATIONS****RESIDENT REGULATIONS****Pet Ownership Policy****SERVICE ANIMAL - PHYSICIAN'S DECLARATION - ATTACHMENT B**

I, Dr. \_\_\_\_\_ declare and say:  
 (Print name here)

1. I am a California-licensed physician acting within the scope of my licensure having education, experience and training in diagnosing disabled persons to qualify them for a Service Animal under the Americans with Disabilities Act and Guidelines.

My office address \_\_\_\_\_

My office telephone number is \_\_\_\_\_

2. Patient's Name (please print) \_\_\_\_\_ for  
 whom this declaration is provided.

3. 2.—I have conducted a physical examination of my patient and hereby certify that said patient has a physical disability. Based upon the examination which I conducted, it is my medical opinion that my patient has such a disability that requires a Service Animal to perform physical tasks and assistance. The tasks and assistance that the Service Animal will perform are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Said patient requires an animal trained to perform the above-stated task(s) to assist my patient with such disability. This patient is capable of caring for a Service animal and for causing the animal to practice the skills required for the disability on a regular basis.

- 3.4 I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct. This declaration was executed on:

The \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 Day Month Year

At \_\_\_\_\_, State of California  
 Name of City

\_\_\_\_\_  
 Type or Print Name of Physician

\_\_\_\_\_  
 Signature of Physician

(Sept 14)





---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE (MW)  
**SUBJECT:** CAPITAL FUNDING REQUEST: RELOCATION PROJECT  
**DATE:** MAY 8, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 8, 2017, the Physical Property Committee (PPC) approved the following: 1) Moving of Distribution to Building 5; Modifying Stock Transfer area and installation of sound-suppression for Conference Rooms B and C, located in Building 5. The total cost for all of these areas, including a 10% contingency, is \$20,862, with in-house labor estimated at approximately 220 hours and forward to the Finance Committee for review and approval. (Exhibit A).

At its regularly scheduled meeting on May 16, 2017, the Finance Committee (FC) reviewed the request for Capital funding for the relocation project, as depicted in the previous paragraph. The FC reviewed available funding for this project and unanimously resolved to approve the funding.

I move to approve Capital Funding for the relocation of the Distribution Department to Building 5; modifying the Stock Transfer area and installation of sound-suppression for Conference Rooms B and C, also located in Building 5 (Exhibit A). The total cost for this project is not to exceed \$20,862, which includes a 10% contingency, with in-house labor estimated at approximately 220 hours and authorize the GRF President to sign all applicable contracts.

# CAPITAL FUNDING REQUEST: RELOCATION PROJECT

	Cost	In-House Hours
<b>Distribution to Building 5</b>		
Install store-front window in the Lobby	\$ 6,680	
Demo wall, close-off two doors, Install one door, relocate T-Bar Ceiling and Paint*	\$ 1,500	
Relocate cabinets from Distribution*	\$ 250	
Shelving and Counter*	\$ 3,500	
Signage	\$ 250	
Contingency	\$ 1,230	
<b>Total:</b>	<b>\$ 13,410</b>	
<b>Estimated In-House Labor Hours</b>		<b>120</b>

<b>Stock Transfer (Additional Cost)</b>		
Add a glass door at the Lobby entrance	\$ 2,545	
Additional cost for removal of file cabinets and work stations	\$ 2,010	
Recover or replace lobby chairs	\$ 500	
Install window in Manager's Office*	\$ 350	
Add camera in new file room	\$ 500	
Contingency	\$ 590	
<b>Total:</b>	<b>\$ 6,495</b>	
<b>Estimated In-House Labor Hours</b>		<b>25</b>

<b>Conference Rooms B &amp; C</b>		
Installation of insulation and soundproofing*	\$ 870	
Contingency	\$ 87	
<b>Total:</b>	<b>\$ 957</b>	
<b>Estimated In-House Labor Hours</b>		<b>76</b>

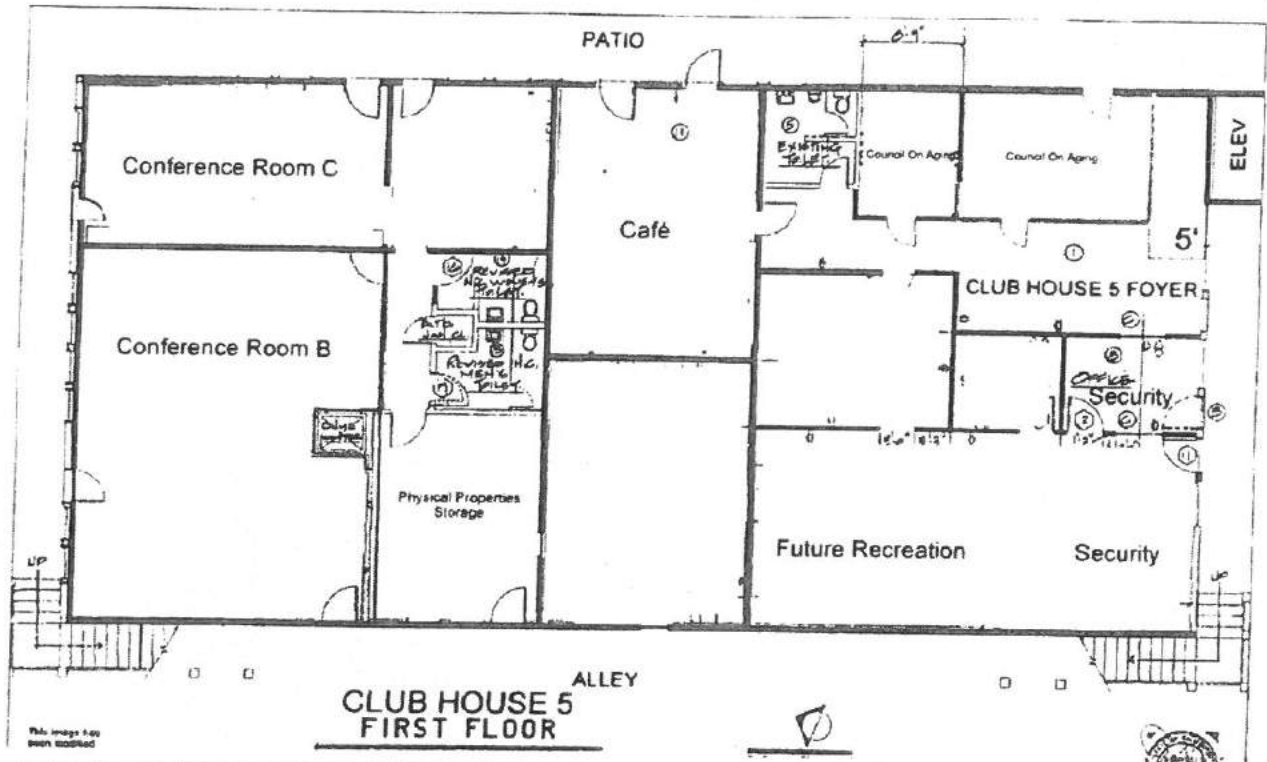
\* In-House Materials Only

	Cost	In-House Hours
<b>Project Total:</b>	<b>\$ 20,862</b>	<b>221</b>

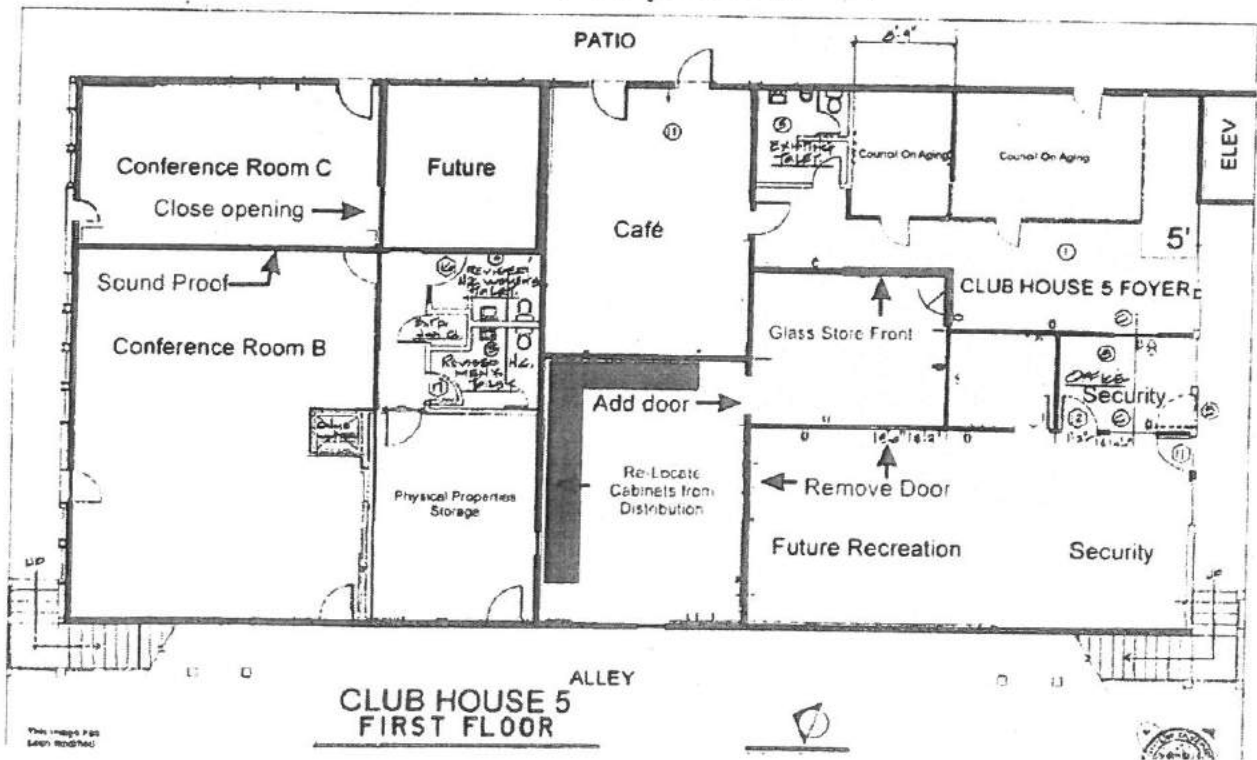
## EXHIBIT A

# Exhibit A

## Current



## Proposed



# Distribution Relocation to Building Five

## Custom Glass

Estimate

10541 Chestnut St.  
Los Alamitos, Ca. 90720  
(562) 431-4740 Fax (562) 431-1076

DATE	ESTIMATE...
11/30/2015	11433

NAME / ADDRESS
Golden Rain Foundation Seal Beach Leisure World P O Box 3519 Seal Beach, Ca. 90740

			PROJECT
QTY	DESCRIPTION	COST	TOTAL
	Estimated for 1 3/4" x 4" clear anodized storefront window wall w/ door 36" x 84" Standard entry door w/ overhead concealed closer, push /pull hardware, lock cylinder & indicator. Single glazed 1/4" tempered glass throughout  16' 0" x 7'2" Storefront at downstairs office - 1/4" Clear tempered glass  Includes material, tax, and labor to complete	6,680.00	6,680.00
TOTAL			\$6,680.00

59



# GRF Service Maintenance Department Approximate Labor & Materials Cost

Date: 03-17-17  
To: MARK WEAVER; FACILITIES DIRECTOR  
From: RUBEN GONZALEZ  
Subject: ESTIMATE  
Location: BUILDIND FIVE

## Itemized List for Labor and Material(s)

Disclaimer; Please note this is an ESTIMATE only any unforeseen items may increase the total cost of the job. Close two doors, demo wall, install new door, frame walls, install (1) new door, make it ready for new glass wall/window, relocate electrical, T- bar and ceiling tiles as needed.

Labor: \$3,960.00  
Material: \$1,500.00  
Total Labor and Material Estimate: \$5,460.00

This information applies only to the job described above, is valid for thirty (30) days and does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

*If you would like the above work to be performed by the Service Maintenance Department, please complete the information below and return this form to the Service Maintenance Department. Valid for thirty (30) days only*

---

Please make arrangements to perform the above work.

My anticipated completion date is: \_\_\_\_\_  
(You will be notified of the starting date)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mutual Number: \_\_\_\_\_  
(If applicable)

cc: Supervisor  
Department Manager  
Executive Director (as needed)

**Custo**  
10541 C  
Los Ala  
(562) 43

## Custom Glass

DATE	ESTIMATE...
4/11/2017	11522

			PROJECT
QTY	DESCRIPTION	COST	TOTAL
1	<p><b>STOCK TRANSFER OFFICE DOOR</b></p> <p>Replace existing door leading into Stock Transfer Office</p> <p>3-0 x 7-0 Narrow style bronze anodized storefront door with 1/4" tempered glass 10" bottom rail, Keyed cylinder w/ lock indicator, Standard Push / Pull hardware</p> <p><b>ELECTRONIC HANDICAP OPERATOR TO BE REUSED.</b> Existing operator is overhead, attached to the header above doorway. Only operator arm is attached to door. Current installation will work with NEW door in existing jamb. Electronic release at jamb non functional with operator overhead.</p> <p><b>DISTRIBUTUON OFFICE DOOR</b></p> <p>Replace existing door to reverse swing &amp; install Panic device on Distribution Office</p> <p>3-0 x 8-0 Narrow style bronze anodized storefront door &amp; jamb, with Insulated tempered glass</p> <p>10" bottom rail, Keyed cylinder, Rim panic device, Standard pull</p>	<p>885.00</p> <p>1,660.00</p>	<p>885.00</p> <p>1,660.00</p>
		TOTAL	

## Custom Glass

10541 Chestnut St.  
Los Alamitos, Ca. 90720  
(562) 431-4740 Fax (562) 431-1076

DATE	ESTIMATE
4/11/2017	11522

NAME / ADDRESS
Golden Rain Foundation Seal Beach Leisure World P O Box 3519 Seal Beach, Ca. 90740

			PROJECT
QTY	DESCRIPTION	COST	TOTAL
	Existing door has Floor Closer. Therefore not reversible without concrete work. New door with jamb would be less cost to install with new overhead concealed closer in header above door, and bottom pivot only.		
TOTAL			\$2,545.00

# Stock Transfer Additional Costs



3105 WEST ALPINE  
SANTA ANA, CA 92704  
(714) 557-4884

GOLDEN RAIN FOUNDATION  
1280 GOLDEN RAIN RD.  
SEAL BEACH, CA 90740

CONTACT: MARK WEAVER  
PHONE: (562) 431-6586  
FAX:  
E-MAIL: [MARKW@LWSB.COM](mailto:MARKW@LWSB.COM)

## GOLDEN RAIN - STOCK TRANSFER WORKSTATIONS - REVISED 03/10/2017

QUANTITY	PRODUCT DESCRIPTION	UNIT NET	EXTENDED NET
	<b>SYSTEMS FURNITURE WORKSTATIONS PER PLAN</b>		
6	L & U-SHAPED DESK WORKSTATION SETUPS PER PLAN WITH 47H AND 67H PARTITIONS INCLUDING BOX/BOX/FILE PEDESTALS 36" WIDE 2-DRAWER LATERALS, POWERED SPINES, 42", 48" & 60" LOCKING OVERHEAD STORAGE BINS, TACKBOARDS AND ALL REQUIRED SUPPORTS & HARDWARE ASSEMBLY & INSTALLATION INCLUDED IN PRICE FABRICS & FINISHES: TO MATCH PREVIOUS INSTALLATIONS	\$ 1,718.54	\$ 10,311.24
1	L-SHAPED SEATED & COUNTER HEIGHT AREA INCLUDING 32H AND 39H PARTITIONS WITH SWINGING DOOR, POWERED SPINE, DOUBLE 42" WIDE STORAGE SHELVING AND ALL REQUIRED SUPPORTS & HARDWARE ASSEMBLY & INSTALLATION INCLUDED IN PRICE FABRICS & FINISHES: TO MATCH PREVIOUS INSTALLATIONS	\$ 2,306.20	\$ 2,306.20

Total extended net price:	\$ 12,617.44
Complete Freight & Delivery:	\$ 1,000.00
Additional Discounting Provided:	\$ (650.00)
Tax: 7.75%	\$ 1,004.98
<b>TOTAL:</b>	<b>\$ 13,972.42</b>
	<b>- \$2,010</b>
	<b>\$11,427</b>

GOLDENRAIN\_STOCKTRANSFER\_SUMMARY\_031017.xls  
Page 1  
3/10/2017

(Previously approved by the Board)





3105 WEST ALPINE  
SANTA ANA, CA 92704  
(714) 557-4884

GOLDEN RAIN FOUNDATION  
1280 GOLDEN RAIN RD.  
SEAL BEACH, CA 90740

CONTACT: MARK WEAVER  
PHONE: (562) 431-6586  
FAX:  
E-MAIL: [MARKW@LWSB.COM](mailto:MARKW@LWSB.COM)

**GOLDEN RAIN - STOCK TRANSFER LATERAL FILES PER PLAN - REVISED 03/10/2017**

QUANTITY	PRODUCT DESCRIPTION	UNIT NET	EXTENDED NET
5	LATERAL FILING PER PLAN FROM STOCK 30" WIDE 3-DRAWER LATERAL FILE UNITS FINISH: BLACK	\$ 210.00	\$ 1,050.00
5	TALFALF4D-30 30" WIDE 4-DRAWER LATERAL FILE UNITS FINISH: BLACK	\$ 275.00	\$ 1,375.00
Total extended net price:			\$ 2,425.00
Complete Freight/Delivery & Installation/Setup:			\$ 300.00
Tax: 7.75%			\$ 211.19
TOTAL:			\$ 2,936.19

**50% deposit required on all orders. All orders final.**

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_  
signature  
\_\_\_\_\_  
print name

GOLDENRAIN\_STOCKTRANSFER\_LATFILES\_SUMMARY\_031017.xls  
Page 1  
3/10/2017

# Conference Rooms B and C

## GRF Service Maintenance Department Approximate Labor & Materials Cost

Date: 03-17-17

To: MARK WEAVER; FACILITIES DIRECTOR

From: RUBEN GONZALEZ FACILITIES MANAGER

Subject: ESTIMATE

Location: BUILDING FIVE

### Itemized List for Labor and Material(s)

Disclaimer; Please note this is an ESTIMATE only any unforeseen items may increase the total cost of the job.  
Frame new wall (insulation include) insulate attic area between conference rooms, close opening,  
relocate electrical, T-bar, ceiling tiles and carpet as needed.

**Labor: \$2,950.00**

**Material: \$870.00**

**Total Labor and Material Estimate: \$3,820.00**

This information applies only to the job described above, is valid for thirty (30) days and does not include additional materials or labor that may be required due to any unforeseen problems that arise once the job has begun.

*If you would like the above work to be performed by the Service Maintenance Department, please complete the information below and return this form to the Service Maintenance Department. Valid for thirty (30) days only*

---

**Please make arrangements to perform the above work.**

My anticipated completion date is: \_\_\_\_\_  
(You will be notified of the starting date)

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mutual Number: \_\_\_\_\_  
(If applicable)

cc: Supervisor  
Department Manager  
Executive Director (as needed)



---

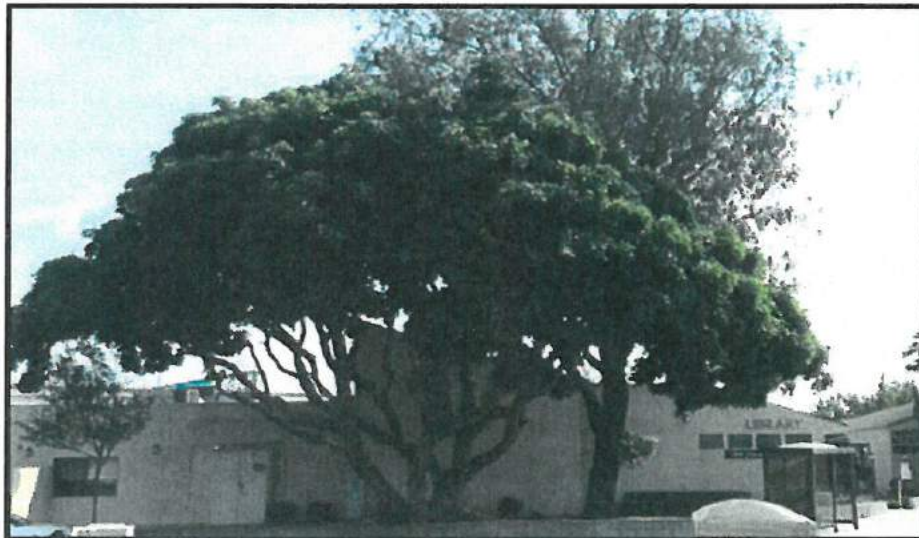
**BOARD ACTION REQUEST**

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE (MW)  
**SUBJECT:** NON-BUDGETED OPERATIONS REQUEST: TREE REMOVAL AND SEWER REPAIR AT THE LIBRARY  
**DATE:** MAY 8, 2017  
**CC:** FILE

At its regular scheduled meeting on May 8, 2017, the Physical Property Committee (PPC) reviewed a request to repair the sewer line damaged by two mature trees. The PPC approved the non-budgeted request, in the amount of \$13,409, for the repair of the damaged sewer line, the removal of the Coral and Eucalyptus trees at the library and the re-landscaping of the area affected.

Vendor	Scope of Work	Budget	Cost
Orange County Plumbing	Repair Sewer Line at Library	Operations	\$ 4,608.67
Johns Landscape Service	Removal of Two Mature Trees	Reserves	\$ 3,800.00
Landscape Contingency	Re-landscaping of Area	Reserves	\$ 5,000.00
			<b>\$13,408.67</b>



At its regularly scheduled meeting on May 16, 2017, the Finance Committee (FC) reviewed the request for Operations and Reserve funding for the project, as depicted in the previous paragraph. The FC reviewed available funding for this project and unanimously resolved to approve the funding.

I move to approve Operations funds for the repair of the damaged sewer line at the Library, in an amount not to exceed of \$4,609. Further, I move to approve Reserve Funding for the removal of the two mature Coral and Eucalyptus trees at the Librar, and the re-landscaping of the area affected, in an amount not to exceed \$8,800, and authorize the GRF President sign the contract and the Physical Property Chair to approve any contingencies.





## Estimate

Date	Estimate #
3/20/2017	14852Erick

Golden Rain Foundation  
PO Box 2069  
Seal Beach, CA 90740

Rep	Job Address
EAS	See Below
Description	Total
<p>ESTIMATE to repair 4" sewer line at library. Estimate as follows:</p> <ul style="list-style-type: none"> <li>- Traced &amp; located 4" clay sewer, found two off sets in line, first out approximately 40 ft, the other around 80 ft from inside floor cleanout.</li> <li>- Excavate down to pipe, snap cut clay, bad section which can be accessed.</li> <li>- Installed ground level 2 way clean out.</li> <li>- With approved bands bring risers up with MIP caps conceal in concrete yard boxes mark sewer.</li> <li>- Thoroughly set out line removing all roots from line.</li> <li>- Prep to install liner as needed.</li> </ul> <p>* Work completed in one day.</p> <p>Material, Tax and Labor OC 2017</p>	<p>4,608.67 0.00</p>
<i>Thank you for your business.</i>	<b>Total \$4,608.67</b>

Signature



**Johns Landscape Service, Inc.**  
4551 Cambury Drive, La Palma, CA 90623  
(562) 244-1113

### **PROPOSAL FOR SERVICES**

APRIL 18, 2017  
MARK WEAVER, FACILITIES DIRECTOR  
GEORGE HURTADO, BUILDING INSPECTOR  
**LIBRARY TREE REMOVAL**

This is a proposal for the following job at the given location as described:

QUANTITY	DESCRIPTION	RATE	AMOUNT
2	REMOVE TWO MATURE TREES (EUCALYPTUS AND CORAL), GRIND OUT BOTH STUMPS/ROOTS AND INSTALL TOPPER AND SEED	\$1900	\$3800
	INCLUDES DUMP FEE		
	CHECK IRRIGATION		
TOTAL:			\$3800.00

*Thank you for your business*



---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTIES COMMITTEE  
**SUBJECT:** RESCIND POLICIES 1350-70, COMMUNITY GROUNDS AND MAINTENANCE SERVICE; 5042-70, FOUNDATION EQUIPMENT; 5506.1-70, BIDDING EXCEPTIONS; 5506.2-70, BIDDING EXCEPTIONS; 5506.3-70, BIDDING EXCEPTIONS; AND 5506.5-70, BIDDING EXCEPTIONS.  
**DATE:** MAY 8, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 8, 2017, the Physical Properties Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) rescind the policies referenced.

I move to rescind Policies 1350-70, Community Grounds and Maintenance Service; 5042-70, Foundation Equipment; 5506.1-70, Bidding Exceptions; 5506.2-70, Bidding Exceptions; 5506.3-70, Bidding Exceptions; and 5506.5-70, Bidding Exceptions.

**COMMUNITY OPERATIONS**

**STAFF-COMMUNITY RELATIONS**

**RESCIND**

**Community Grounds and Maintenance Service**

The Golden Rain Foundation recognizes the value to Seal Beach Leisure World of the services of the church groups within our community.

The Physical Property Department is authorized to maintain lawns and plantings to any of the four church sites within the community on the basis of the cost to the Foundation to provide such services.

At the request of any church group, these services will be performed by the Physical Property Department and billed to the church organization by the Accounting Department on a standard grounds service maintenance repair order.

**Policy:**

Adopted: 30 Aug 67

(Aug 67)

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**



**GOLDEN RAIN OPERATIONS****Foundation Equipment****RESCIND**

Foundation equipment is provided for the purpose of making the community facilities at Seal Beach Leisure World usable and to make available to the residents and staff sufficient equipment to operate and use the facilities efficiently.

It is the policy of the Foundation that the equipment will only be used for the purposes intended and all equipment, except automotive equipment, will be restricted to Foundation property.

The Executive Director and **Community Facilities Manager** Director are authorized to adopt and publish rules and regulations to implement this policy.

**Policy:**  
Adopted: 20 Feb 73

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

(Feb 73)

Page 1 of 1

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****RESCIND****Bidding Exceptions**

Under Section 1-a of the Procurement Policy (Policy 5506), certain exceptions to the requirement for competitive bids are enumerated.

To this group exception shall be added the following:

1. Upholstery and repair of furniture.
2. Purchase and replacement of draperies.
3. Replacement of carpeting in clubhouses.

Exception from formal competitive bidding does not relieve departments or committees from the responsibility of obtaining written proposals for comparison before recommendation for award of work is made.

**Policy**

Adopted: 21 Mar 72

Amended: 11 Feb 86

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

(Feb 86)

Page 1 of 1

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****RESCIND****Bidding Exceptions**

Under Section 1-a of the Procurement Policy (Policy 5506), certain exceptions to the requirement for competitive bids are enumerated.

To this group exception shall be added the following:

Services and preventative maintenance on office equipment such as typewriters, calculators, duplicating machines, embossing machines, photocopy machines, etc.

Exception from formal competitive bidding does not relieve departments or committees from the responsibility of obtaining written proposals for comparison before recommendation for award of work is made.

**Policy:**

Adopted: 18 Jan 77

(Jan 77)

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

Page 1 of 1

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****RESCIND****Bidding Exceptions**

Under Section 1-a of the Procurement Policy (Policy 5506), certain exceptions to the requirement for competitive bids are enumerated.

To this group exception shall be added the following:

Printing of the Golden Rain NEWS.

The Department Head responsible for the operation of the Golden Rain NEWS is authorized to select the printing plant for the printing of the Golden Rain NEWS, subject to the approval of the Administrator.

**Policy:**  
Adopted: 18 Jan 77

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

(Jan 77)

Page 1 of 1



**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****RESCIND****Bidding Exceptions**

Procurement Policy 5506, in paragraph 2.g. (1), provides for exceptions to bid requirements by negotiated awards in certain circumstances. To this group exception shall be added the following:

With work contracts when, in the opinion of the Physical Property or other appropriate Committee, competitive bids acceptable to the Committee are not obtainable, the Physical Property or other appropriate Committee is authorized to recommend the work contract proposed on a time-and-material basis. Such contracts shall be submitted to the Board at the next regular meeting for award.

Exception from formal competitive bidding does not relieve departments or committees from the responsibility of obtaining written or verbal proposals for comparison before award of work.

**Policy:**  
Adopted: 20 Mar 79

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

(Mar 79)

Page 1 of 1

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY



---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** PHYSICAL PROPERTY COMMITTEE  
**SUBJECT:** AMEND POLICIES 5130-70, PHYSICAL PROPERTY CHARTER; 5350-70, PROJECT CONSTRUCTION; 5504-70, INSURANCE FOR CONTRACTORS AND 5504.01-70, INSURANCE FOR VENDORS  
**DATE:** MAY 8, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 8, 2017, the Physical Properties Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policies referenced.

I move to amend Policies 5130-70, Physical Property Charter; 5350-70, Project Construction; 5504-70, Insurance for Contractors and 5504.01-70, Insurance for Vendors.

**GOLDEN RAIN FOUNDATION****COMMITTEE FUNCTIONS CHARTER AMEND****Physical Property Committee**

Pursuant to state statute (**Corp. Code §7210**; **Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Physical Property Committee (PPC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with Policy 5100-30.

**1. PURPOSE:**

Oversee the operations of the Physical Property and Service Maintenance Departments.

**2. DUTIES:**

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the PPC staff at least monthly or whenever such meetings are deemed necessary, unless canceled by the Chair;
- d. Review monthly budget comparison for cost centers 70, 74, 75 and 79;
- e. Committee responsibilities include, but are not limited to: **all community infrastructure and related areas**. ~~Painting; Grounds; Maintenance; Water system; Power and street lights; Sewer system; Streets; Landscaping; Storm drainage systems; Sidewalks; Curbs; Vehicular signs or markings; Pedestrian signs or markings; and any other areas of concern regarding the community's physical plant;~~
- f. Analyze requests from various sources within the community that are within the purview of the BOD;
- g. Oversee services provided to the GRF and Mutual Corporations in the areas of Service Maintenance and Inspection;
- h. Act as coordinating committee on construction and service bids;
- i. Assist the BOD in understanding the compliance with any contracts relating to PPC;
- j. **Quarterly review of all contracts related to the PPC.**
- k. Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 70, 74, 75 and 79 including Capital requests and upcoming Reserve replacements;
- l. Review policies for cost centers 70, 74, 75 and 79. ~~yearly and~~ **Send recommended changes to the BOD for approval no later than the May meeting;** and
- m. **Chair must** furnish a report at the GRF Annual meeting.



**GOLDEN RAIN FOUNDATION****COMMITTEE FUNCTIONS CHARTER****AMEND****Physical Property Committee****3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy:**

Adopted: 11 Jul 69

Amended: 15 Dec 76

Amended: 15 Oct 85

Amended: 15 Jul 86

Amended: 19 Mar 96

Amended: 15 Mar 11

Amended: 21 June 16

**Amended:**

**GOLDEN RAIN FOUNDATION**

Seal Beach, California

**GOLDEN RAIN OPERATIONS****CAPITAL IMPROVEMENTS****AMEND****Project Construction**

1. After approval of the **Golden Rain Foundation (GRF) Board of Directors (BOD)** Board, the **Physical Property Committee (PPC)** and the **Facilities Manager** ~~Physical Property Supervisor~~ responsible to call for bids on the project.
2. After award of the bid by the **BOD Board**, the **PPC** ~~Physical Property Committee~~ and ~~Physical Property Supervisor~~ **Project Coordinator/Facilities Manager** are responsible to provide adequate assurances, through inspection and other devices, that approved plans and specifications are met.
  - 2.1 ~~Minor~~ **Change orders (\$10,000) within the contract** will be reviewed by the ~~Physical property Committee~~ **PPC** and presented to the **BOD Board** for ~~action~~ approval.
  - c. Emergency change orders will be reviewed by the Physical Property Committee and presented to the Board for ratification.

**Policy**

Adopted: 17 Jul 73  
 Amended: 16 Oct 73  
 Amended: 21 Oct 75  
 Amended: 16 Nov 76  
 Amended: 15 Sep 81  
 Amended: 16 Jul 85  
 Amended: 15 Apr 97  
 Amended: 18 Nov 97  
 Amended: 18 Dec 07  
 Amended:

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

(Dec 07)

**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Insurance Requirements for Independent Contractors**

An independent contractor is a natural person, business or corporation that provides goods or services to the Golden Rain Foundation (GRF) and/or Mutual Corporations 1-12 and 14-17 under the terms specified in a contract or within a verbal or written agreement. Some examples of independent contractors are general contractors, contractors, sub-contractors, masons, lawn care workers, or tradesmen.

The ~~Golden Rain Foundation~~ GRF and Mutual 1-12 and 14-17 Corporations have established requirements relating to insurance in order for independent contractors (IC) to work in the community.

**1. General Liability Insurance**

- 1.1 Independent contractors earning up to \$4,999 per project in the community shall obtain a General Liability insurance policy with a minimum limit of \$300,000 from an insurance company that is rated by AM Best as "A" or "better than A."
- 1.2 Independent contractors earning \$5,000 or more per project in the community shall obtain a General Liability insurance policy with a minimum limit of \$1,000,000 from an insurance company that is rated by AM Best as "A" or "better than A."
- 1.3 All independent contractors working in the community shall provide a Certificate of Insurance with a 30-day Notice of Cancellation. GL insurance shall include premises/operations, owners and contractors protective, products and completed operations, personal injury, and contractual.
- 1.4 All independent contractors working in the community shall provide a separate endorsement naming both the ~~Golden Rain Foundation~~ GRF and Mutual Corporations 1-12 and 14-17 as an Additional Insured. Additional Insured status shall extend to both "ongoing work" and "completed operations."

**2. Workers' Compensation Insurance**

- 2.1 Independent contractors earning up to \$4,999 per project in the community are required to carry Workers' Compensation Insurance Statutory (Employer's Liability) with a minimum limit of \$300,000.



**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Insurance Requirements for Independent Contractors**

2.2 Independent contractors earning \$5,000 or more per project in the community shall carry Workers' Compensation Insurance Statutory (Employer's Liability) with a minimum limit of \$1,000,000.

2.3 All independent contractors working in the community shall provide a Workers' Compensation Waiver of Subrogation Endorsement naming ~~Golden Rain Foundation~~ **GRF** and Mutuals 1-12 and 14-17.

3. **Automobile Vehicle Liability Insurance**

3.1 Independent contractors earning up to \$4,999 per project in the community must obtain a policy with a minimum limit of \$300,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

3.2 Independent contractors earning \$5,000 or more per project in the community must obtain a policy with a minimum limit of \$1,000,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

**Policy:**

Adopted: 15 Oct 91

Amended: 11 Feb 92

Amended: 21 Sep 10

**Golden Rain Foundation  
Seal Beach, California**



**GOLDEN RAIN OPERATIONS****BOARD INTERNAL OPERATIONS****AMEND****Insurance Requirements for Vendors**

~~A vendor, or a supplier, is a supply chain management term meaning anyone who provides goods or services to a company. A vendor often manufactures items that can be inventoried and sells those items to a customer.~~

The Golden Rain Foundation (GRF) and Mutual Corporations 1-12 and 14-17 have established requirements relating to insurance in order for vendors to deliver their goods in the community.

**1. General Liability Insurance**

- 1.1 Vendors earning \$3,500 or less per year in the community shall obtain a General Liability insurance policy with a minimum limit of \$300,000 from an insurance company that is rated by AM Best as "A" or "better than A."
- 1.2 Vendors earning \$3,501 or more per year in the community shall obtain a General Liability insurance policy with a minimum limit of \$1,000,000 from an insurance company that is rated by AM Best as "A" or "better than A."
- 1.3 All vendors shall provide a Certificate of Insurance for General Liability Insurance which provides for a 30-day Notice of Cancellation.

**2. Workers' Compensation Insurance**

- 2.1 Vendors earning \$3,500 or less per year in the community shall obtain a Workers' Compensation Insurance Statutory Policy (Employer's Liability) with a minimum limit of \$300,000.
- 2.2 Vendors earning \$3,501 or more per year in the community shall obtain a Workers' Compensation Insurance Statutory Policy (Employer's Liability) with a minimum limit of \$1,000,000.
- 2.3 All vendors shall provide a Workers' Compensation Waiver of Subrogation Endorsement naming the Golden Rain Foundation GRF and Mutuals 1-12 and 14-17.

(Sept 10)

Page 1 of 2

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**AMEND**

**Insurance Requirements for Vendors**

3. Automobile **Vehicle** Liability Insurance

- a. All vendors shall obtain a policy with minimum \$300,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired **vehicles** automobiles.

**Policy:**  
Adopted: 21 Sept 10

**Golden Rain Foundation  
Seal Beach, California**

(Sept 10)



Golden Rain Foundation Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** RECREATION COMMITTEE  
**SUBJECT:** AMEND POLICIES 5135-50, RECREATION COMMITTEE CHARTER AND 5562-50, AMPHITHEATER PROGRAMS  
**DATE:** MAY 10, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 10, 2017, the Recreation Committee reviewed policies within their purview and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policies referenced.

I move to amend Policies 5135-50, Recreation Committee Charter and 5562-50, Amphitheater Programs.

**GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS CHARTER AMEND****Recreation Committee**

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Recreation Committee (RC) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

**1. PURPOSE:**

Oversee the recreational facilities and provide activity opportunities for the general enjoyment of the community.

**2. DUTIES:**

- a. Publish an agenda four (4) days in advance of Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the Recreation Department staff at least monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. Review monthly budget comparison for cost centers 40, 45, 46, 48, 49, 51, 52, 53, 54, and 56;
- e. Receive and analyze requests from GRF Board members, Mutual Boards, Administrative Staff or ~~Shareholder~~/Members;
- f. Make referrals to the Physical Property Committee for cost and feasibility studies of those projects involving capital construction, additions to or modifications of existing structure or facilities, and/or maintenance thereof, before submitting recommendations to the BOD;
- g. Originate, research, evaluate and develop recreational plans, ideas and programs;
- h. Assist the BOD in understanding compliance with any contracts relating to Recreation;

(Month Year)



**GOLDEN RAIN OPERATIONS****COMMITTEE FUNCTIONS CHARTER AMEND****Recreation Committee**

- i. Review all contracts that fall under the purview of this Committee quarterly;
- j. Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 40, 45, 46, 48, 49, 51, 52, 53, 54, and 56, including Capital requests and upcoming Reserve replacements;
- k. Review policies for cost centers 40, 45, 46, 48, 49, 51, 52, 53, 54, and 56 yearly and send recommended changes to the GRF BOD by May for approval; and
- l. Furnish a report at the GRF Annual meeting.

**3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy**

Adopted: 11 Jul 69

Revised: 15 Dec 76

Revised: 19 Nov 85

Revised: 19 Mar 96

Amended:

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

(Month Year)

GOLDEN RAIN OPERATIONS

## BOARD INTERNAL OPERATIONS

**AMEND**Amphitheater Programs

The Recreation Supervisor **Department head** is authorized and directed to provide approximately fourteen (14) different programs for the summer amphitheater season annually. ~~The Recreation Supervisor~~ **and is** authorized to contract for such programs in the name of the **Golden Rain Foundation (GRF)** with the following limitations and guidelines:

1. ~~The summer season should consist of approximately fourteen (14) programs.~~
2. The Recreation Supervisor **Department head** is authorized to contract programs at or less than the budgeted amount without specific approval.
3. The number of programs sponsored and paid for by outside organizations is not limited. The Recreation Supervisor **Department** is authorized to combine ~~Golden Rain Foundation GRF~~ monies with funds from outside organizations **and use it for other Recreational events.**
4. The Amphitheater program audience will not be permitted to enter the Amphitheater earlier than one and one-half hours before a program is scheduled to begin.
5. Nonresidents are permitted to attend Amphitheater programs only when accompanied by a member with a resident photo identification card.
6. When a program is considered popular and will attract a large audience, Foundation members will be limited to one (1) nonresident guest, GRF identification is required. Caregivers may not attend amphitheater programs unless they are on duty and accompanied by their employer ~~/ Foundation member. On-duty caregivers will not be counted as guests if accompanying their employer / Foundation member.~~ Caregiver badges must be worn at all times.
7. The Recreation Committee will determine which programs will have a limited audience. Notices of limited-audience programs will be published in the ~~Golden Rain News~~ **LW Weekly.**

It is intended that the Amphitheater programs shall be presented for the benefit of all members of the Foundation, ~~and access shall not be denied to any individual Foundation member.~~

(Mar 14)

**GOLDEN RAIN OPERATIONS**

**BOARD INTERNAL OPERATIONS**

**AMEND**

**Amphitheater Programs**

**Policy**

Adopted: 15 Aug 72  
Amended: 16 Oct 73  
Amended: 16 Sep 75  
Amended: 20 Jun 78  
Amended: 15 Sep 81  
Amended: 12 Jun 85  
Amended: 15 Dec 98  
Amended: 20 Feb 01  
Amended: 18 Dec 07  
Amended: 25 Mar 14

**GOLDEN RAIN FOUNDATION  
Seal Beach, California**

**Amended:**

(Mar 14)

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY





---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** AMEND POLICY 5145-37, SECURITY, BUS AND TRAFFIC COMMITTEE  
**DATE:** MAY 3, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 3, 2017, the Security, Bus and Traffic Committee reviewed Policy 5145-37, Security, Bus and Traffic Committee charter and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policy.

I move to amend Policies 5145-37, Security, Bus and Traffic Committee Charter, to update the scope of the Committee's responsibilities.

**GOLDEN RAIN OPERATIONS**  
**COMMITTEE FUNCTIONS CHARTER**

**AMEND**

**Security, Bus and Traffic Committee**

Pursuant to state statute (**Corp. Code §7210; Corp. Code §7212(c)**) and Article VII of the Bylaws of the Golden Rain Foundation (GRF), the Board of Directors (BOD) hereby establishes the Security, Bus and Traffic Committee (SB&T) and grants to the Committee authority specifically stated within the GRF governing documents, and policies as granted by the BOD or as stated within this policy.

In accordance with Article VIII of the Bylaws, committee chair and members shall be appointed by the GRF President and approved by action of the BOD in accordance with policy 5100-30.

**1. PURPOSE:**

Oversee the operation of the Security Department, Bus Service, Traffic and Parking enforcement.

**2. DUTIES:**

- a. Publish an agenda four (4) days in advance of a Committee meeting;
- b. Elect a Vice-Chair at the first meeting;
- c. Meet with the management of the Security Department, Bus services and Administration monthly or whenever such meetings are deemed necessary, unless cancelled by the chair;
- d. Review monthly budget comparison for cost centers 37 and 38;
- e. Originate, research, evaluate and develop ideas, plans and programs which are pertinent to these specified areas;
- f. Receive and analyze pertinent requests from GRF Board members, Mutual Boards, Administrative Staff or Shareholder/Members;
- g. Study the adequacy of bus schedules, the acquisition and/or replacement of equipment;
- h. Implement the enforcement of the vehicle policies;
- i. Conduct studies and research in the areas of movement and parking on Trust property;
- j. **Review all contracts that fall under this Committee quarterly.**
- k. Initial approval and recommendation to the Finance Committee of the annual budget for cost centers 37 and 38, including Capital requests and upcoming Reserve replacements;

**GOLDEN RAIN OPERATIONS**  
**COMMITTEE FUNCTIONS CHARTER**

**AMEND**

**Security, Bus and Traffic Committee**

- l. Review policies for cost centers 37 and 38 yearly and send recommended changes to the GRF BOD **no later than May** for approval; and
- m. Furnish a report at the GRF annual meeting.

**3. LIMITATIONS:**

It is to be recognized that the function of the Committee is to act in an advisory and consulting capacity.

Regulatory or supervisory activities affecting employed personnel are functions of Management and not to be encroached upon by any Committee Chairperson or member, either individually or collectively.

Committee does not have the authority to enter into written contracts or oral agreements with any third parties on behalf of the GRF BOD. Authority to authorize contracts and/or expenses rests solely with the BOD.

**Policy**

Adopted: 18 Jan 72  
 Amended: 15 Dec 76  
 Amended: 15 Oct 85  
 Amended: 19 Mar 96  
 Amended: 15 Mar 11  
 Amended: 21 June 16  
**Amended:**

**GOLDEN RAIN FOUNDATION**  
 Seal Beach, California

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY





Golden Rain Foundation

Golden Rain Foundation

Leisure World, Seal Beach

---

## BOARD ACTION ITEM

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS & TRAFFIC COMMITTEE  
**SUBJECT:** AMEND POLICY 1927.01-37, FEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY (**TENTATIVE VOTE**)  
**DATE:** MAY 3, 2017

---

At its meeting on May 3, 2017, the Security, Bus & Traffic (SBT) Committee reviewed Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property. The Committee recommended the Golden Rain Foundation Board of Directors amend the policy to provide updated information in order to foster clarity and compliance. The Board of Directors will make a final vote on this proposed operating rule change on June 27, 2017, after consideration of comments made by members. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

I move to amend Policy 1927.01-37, Fees (Fines) for Parking Rules Violations on Trust Property, to provide updated information for clarity and compliance.

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****FEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY**

The following Parking Rules Violations Fees (Fines) are strictly enforced and are applicable to all persons controlling or operating vehicles on any TRUST PROPERTY regulated by the Golden Rain Foundation (GRF) of Seal Beach. This refers to the streets, sidewalks, parking areas, clubhouses, grounds, and other amenities overseen by GRF.

Per the Occupancy Agreements for Mutuals 1-12, 14-16 and Mutual 17 CCRs: all Shareholder/Members are solely responsible for the actions of their guests and employees, therefore they are solely responsible for the fines and penalties incurred by their guests or employees.

GRF vehicles are exempted from these policies when appropriate, such as maintenance or security vehicles assisting first responders or providing emergency services to a Shareholder/member unit or GRF TRUST PROPERTY.

**1. FINES FOR PARKING VIOLATIONS**

Fee explanations for Fine table below:

- 1.1 Any animal or child left unattended in a vehicle will be reported immediately to Animal Control or Seal Beach Police.**
- 1.2 First Offense**  
 The first offense may result in either a Fix-It citation, a Warning, a Fine or the vehicle being towed. See table below.  
 A Fix-It citation allows 30 days for resolving the problem.  
 The fine may be waived by the PRV Panel.
- 1.3 Additional citations may be issued after each 24-hour period.**
- 1.4 After the fourth RV or VUFR violation all RV or VUFR parking privileges are suspended for twelve (12) months beginning with the date of the fourth infraction.**

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****FEES (FINES) FOR PARKING RULES VIOLATIONS ON TRUST PROPERTY**

Violation	1st	2nd and Subsequent
1. Assigned Parking Space <del>or restricted parking Space.</del>	<del>Warning</del> 25.00	<del>20.00-25.00</del>
2. Blocking Crosswalk	25.00	25.00
3. Expired or Invalid State Vehicle Registration*	<del>Fix-It</del> 50.00	50.00
4. Flat Tires	Fix-It	25.00
5. "For Sale" sign on Vehicle	<del>Warning</del> 20.00	20.00
6. Handicap Parking without Placard or Handicap ID Displayed	100.00*	200.00
7. Hazardous Materials Leaking	50.00	50.00
8. Limited Time Parking	<del>Warning</del> 20.00	20.00
9. Maintenance or Repair	<del>Warning</del> 25.00	25.00
10. No Valid GRF Vehicle Decal or Parking Permit Displayed	<del>Warning</del> 20.00	20.00
11. Parked on Sidewalk or Grass	25.00	25.00
12. RED ZONE: Bus Stop	25.00	25.00
13. RED ZONE: Fire Hydrant	<del>Towed</del> 100.00	<del>Towed</del> 200.00
14. RED ZONE: Mail Box	25.00	25.00
15. RV or VUFR - Generator Running 8pm – 8am	<del>Warning</del>	50.00
16. RV or VUFR - Jack Support: None or Inadequate	50.00	50.00
17. RV or VUFR Parked Over <del>72 (Seventy-Two)</del> 48 Hours on TRUST STREET	<del>Warning</del> 40.00	40.00
18. Washing any vehicle on Trust Property (except Car Wash areas)	<del>Warning</del> 20.00	20.00
19. Washing a Non-resident Vehicle at Car Wash	<del>Warning</del> 20.00	20.00

\* Fine will be waived on first offense if placard and/or paperwork is ~~presented~~ that was current at time of Citation ~~is presented~~. Security Chief has the right to waive the first offence fine if needed paperwork is presented to them.

EFFECTIVE DATE: January 1, 2017

Adopt: 27 Dec 16

Golden Rain Foundation  
Seal Beach, CA

THIS  
PAGE  
LEFT  
BLANK  
INTENTIONALLY





---

## BOARD ACTION REQUEST

---

**TO:** GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS  
**FROM:** SECURITY, BUS AND TRAFFIC COMMITTEE  
**SUBJECT:** AMEND POLICY 1927.02-37, PARKING RULES VIOLATION PANEL  
**DATE:** MAY 3, 2017  
**CC:** FILE

---

At its regularly scheduled meeting on May 3, 2017, the Security, Bus and Traffic Committee reviewed Policy 1927.02-37, Parking Rules Violation Panel and moved to recommend that the Golden Rain Foundation (GRF) Board of Directors (BOD) amend the policy.

I move to amend Policies 1927.02-37, Parking Rules Violation Panel.

COMMUNITY OPERATIONS**AMEND****VEHICLE PARKING POLICY****PARKING RULES FOR TRUST PROPERTY****1. THE PARKING RULES VIOLATION PANEL (PRV)**

The Panel will be created in July of each year by the SB&T Committee with the newly elected Golden Rain Foundation (GRF) Board of Directors (BOD) President's and Vice-President's Mutual removed from the rotation.

The GRF Vice-President's Mutual is removed from this schedule because the Vice-President is the facilitator of the PRV panel.

The GRF President's Mutual is removed from this schedule, since the President will only serve on ALTERNATIVE DISPUTE RESOLUTION (ADR) panel.

The PRV panel members will serve as follows:

**PRV Panel**

	#1 Chair	#2	#3	ALT
JAN	1A	2A	3	4
FEB	1B	2B	5	6
MARCH	7	8	9	10
APRIL	11	14	15	16
MAY	17	1A	2A	3

Panel will meet on the 4th Monday of each month at 9:00 a.m. in Administration Conference Room A.

A second meeting will be scheduled if the volume of hearing requests is too large; it will meet on the 4<sup>th</sup> Wednesday at 1:00 p.m. in Conference Room B.

**Adopted:** 27 Dec 16

**Golden Rain Foundation  
Seal Beach, California**